

Memorandum of Association

Bye Laws

&

Rules

Sálim Ali Centre for Ornithology & Natural History

(An autonomous centre under the

Ministry of Environment & Forests, Govt. of India)

Anaikatty P.O. Coimbatore 641 108, Tamil Nadu, India

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Preface

Salim Ali Centre for Ornithology and Natural History (SACON), a premier centre for research, conservation and training in areas related to ornithology and natural history, since its inception in 1990 has come a long way presently occupying a unique place in national and international arena. The significant growth in the responsibilities/activities of the Institute in the field of ornithology, natural history and associated fields, and in conservation activities has necessitated evolving its rules/procedures.

The rules and regulations pertaining to SACON have been developed with the help / guidance of a committee constituted by the 56th Governing Council of SACON. The memorandum of association, by-laws and rules / procedures have been devised and recommended by the 60th meeting of the Governing council of SACON. The 19th Annual General Meeting (AGM) and Extra-Ordinary General Meeting (EGM) of SACON Society held on 23rd November 2009 in the MoEF, New Delhi approved the same. The rules and regulations come into effect from 23rd November 2009.

(P A Azeez)

Director

Date: 23rd November 2009

Memorandum of Association

1. Name of the Society

The name of the Society shall be the ‘Sálim Ali Centre for Ornithology and Natural History’.

2. Registered Office

The Registered Office of the Society shall be located at:
Sálim Ali Centre for Ornithology and Natural History
Anaikatty P.O., Coimbatore – 641 108, Tamil Nadu

3. Date of Adoption

This Memorandum of Association came into force from the date of its registration under the Societies Registration Act, and has been amended and adopted by the Extraordinary General meeting of the Society held on 23/11/2009, at New Delhi.

4. Objects of the Society

The object of the Society is to establish and develop a centre of excellence in the fields of ornithology, natural history; and biodiversity conservation known as the Sálim Ali Centre for Ornithology and Natural History (SACON). The mandate of the Centre will be to:

- a. Assist, institute, conduct and promote scientific research in ornithology, natural history and in the ecology and conservation of species, habitats and ecosystems with and within which avifauna coexist;
- b. Develop into a centre of higher learning in ornithology, ecology, nature conservation, and related socio-economic aspects;
- c. Educate, advocate, create awareness and popularize ornithology, natural history and biodiversity conservation, and to develop facilities that disseminate such awareness;
- d. Initiate and scientifically develop innovative solutions to species, habitats and landscape conservation problems that are sensitive to the socio-economic realities and aspirations of people;
- e. Provide consultations and advice to governments, public and private sector organizations, both national and international, on biodiversity conservation, environmental impacts and environmental contaminants, as and when required;
- f. Develop and promote programmes to restore damaged and degraded areas to habitats conducive to birds and other biodiversity;
- g. Develop and establish ex-situ conservation programmes for birds and threatened wildlife;
- h. Enter into appropriate agreement with the custodians and owners of land with significant ornithological and other biodiversity values, so as to manage, or have managed, such lands for bird and nature conservation;
- i. Publish scientific literature in ornithology, natural history; and biodiversity conservation;

- j. Develop partnerships with other institutions, organizations or individuals, in such manner as to achieve common objectives

5. Functions of the Society

- a. To acquire and hold property;
- b. To establish, maintain and manage the campus of the Society, its buildings, halls, hostels, and laboratories for research and education;
- c. To create administrative, technical, ministerial and other posts under the Society, other than the post of Director of the Centre and make appointments there to;
- d. To create partnerships, affiliation and other classes of professional or honorary membership or offices as the society may consider necessary;
- e. To make rules and regulations and bye-laws for the conduct of the affairs of the Society and to add, amend, vary on rescind these from time to time;
- f. To raise, accept and expend money, and to fix and demand such fees and other charges, as may be laid down under the rules, for all or any purpose of the Society consistent with its objectives;
- g. To deposit all monies in nationalized banks or to invest them in such manner as the Society may decide;
- h. To deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its objects;
- i. To prepare and maintain accounts and other relevant records, and to prepare an annual statement of accounts including the balance sheet of the Society;
- j. To forward annually to the Central Government the accounts of the Society as certified by the duly appointed auditors by the Society from year to year;
- k. To do all things lawful as may be necessary, incidental, conducive or ancillary to the attainment of all or any of the objects of the Society;
- l. To constitute such Committee or Committees as it may deem fit for the disposal of any business of the Society or for tendering advice in any matter pertaining to the Centre;
- m. To delegate any of its powers to the Governing Council or any of the Committees constituted by it.

PROVIDED THAT in carrying out the above mentioned objects and functions, no activity shall be undertaken by the Society with the motive of profit or benefaction contrary to these objects;

- 6. The Society shall be open to all persons irrespective of religion, race, creed, caste, class, and gender.
- 7. The Society shall be an equal opportunity employer;
- 8. The Society may act locally, nationally and globally to achieve its objectives;
- 9. All income, carryings, movable or immovable properties of the Society shall be solely utilized and applied towards the promotion of its objectives and functions, and no portions shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any other manner to the present, past and future members of the Society;

10. The names, addresses and occupations of the first members of the Governing Council of the Centre to which by the Bye Laws of the Centre the management of its affairs is entrusted, are:

SI No	Name	Address	Designation	Occupation
1	Dr E. G. Silas	Vice Chancellor Kerala Agricultural University Mannuthy, Via Trichur, Kerala	Chairperson	Vice-chancellor
2	Mr Mahesh Prasad, IAS	Secretary, Ministry of Environment, Forests and Wildlife, CGO Complex, New Delhi 110003	Member	Govt. Service
3	Mr A K Agarwal, IAS	The Joint Secretary and Financial Advisor, Ministry of Environment and Forests, CGO Complex, New Delhi – 110 003	Member	Govt. Service
4	Mr Ulhas Rane	Bombay Natural History Society Hornbill House, Shaheed Bhagat Singh Road, Mumbai – 400 001	Member	Architect / Honorary Wildlife Warden
5	Dr A N D Nanavati	Bombay Natural History Society Hornbill House, Shaheed Bhagat Singh Road, Mumbai – 400 001	Member	Medical
6	Mr Bittu Sahgal	Bombay Natural History Society Hornbill House, Shaheed Bhagat Singh Road, Mumbai – 400 001	Member	Publisher
7	Dr Madhav Gadgil	Indian Institute of Science Bangalore 560 012	Member	Scientist
8	Dr (Ms) M Bengalee	Vice Chancellor The University of Bombay Mumbai 400 032	Member	Educationist
9	Mr H S Panwar	Director Wildlife Institute of India P.O. New Forest Dehra Dun 248 006, U.P.	Member	Scientist
10	Mr J C Daniel	Chief Executive Bombay Natural History Society Hornbill House, Shaheed Bhagat Singh Road, Mumbai – 400 001	Member	Scientist
11	Mrs Kumud Bansal	Secretary Higher Education Government of Maharashtra Mantralaya, Mumbai 400 032	Member	Govt. Service
12	Director	The Sálím Ali Centre for Ornithology and Natural History (Proposed Society). To be appointed by the Governing Council	Member Secretary	

11. We, the several persons whose names and addresses are given below having associated ourselves for the purpose described in the Memorandum of Association set out our several and respective hands hereunto and form ourselves into a Society under the Societies Registration Act, 1860 (Act No: 21 of 1860), as applicable to the State of Maharashtra, this 15th day of November 1990.

Sl No	Name, address & occupation of Member	Signature of member	Name, address & occupation of witness	Signature of member
1	Dr E.G. Silas Kerala Agricultural University Vellanikara, Trichur District, Kerala Vice Chancellor	sd/-	Mr P Kamalkutty Kerala Agricultural University Vellanikara, Trichur District, Kerala Registrar	sd/
2	Mr Bittu Sahgal 68/A Jaldarshan Nepean Sea Road Mumbai 400 036 Publisher	sd/-	Mr M P Thakkar 26, Walkeshwar Road Bombay 400 006 Chartered Accountant	sd/
3	Mr Ulhas Rane 104/c, Aradhana G D Ambekar Marg Naigaum, Bombay 400 014	sd/-	Mr M P Thakkar 26, Walkeshwar Road Bombay 400 006 Chartered Accountant	sd/
4	Dr P.V. Bole A-15-58 Siddharth Nagar 2 Goregaon, Bombay 400062	sd/-	Mr M P Thakkar 26, Walkeshwar Road Bombay 400 006 Chartered Accountant	sd/
5	Shri K P Karamchandani 503 Attur Terraces Cuff Parade, Colaba Bombay 400 005 Principal Chief Conservator of Forests, Gujarat (Retd.)	sd/-	Mr M P Thakkar 26, Walkeshwar Road Bombay 400 006 Chartered Accountant	sd/
6	Dr A N D Nanavati 40, B.G. Kher Marg Bombay 400 006 Medical Practitioner	sd/-	Mr M P Thakkar 26, Walkeshwar Road Bombay 400 006 Chartered Accountant	sd/
7	Mr J C Daniel 16/186 Chander Niwas Sion (East) Bombay 400 022 Chief Executive and Curator	sd/-	Mr M P Thakkar 26, Walkeshwar Road Bombay 400 006 Chartered Accountant	sd/

Bye Laws of the Society of The Sálim Ali Centre for Ornithology and Natural History

1. Short title and commencement

- a. These Bye Laws may be called the `Bye Laws of the Society of the Sálim Ali Centre for Ornithology and Natural History`.
- b. These shall come into force from the date of registration of the Society under the Societies Registration Act. The Bye Laws of the Society have been amended and adopted by the Extraordinary General meeting of the Society held on 23/11/2009, at the Ministry of Environment and Forests, Government of India, New Delhi.

2. Definitions

In these Bye Laws unless the context otherwise requires:

- a. “Society” or “Centre” or “SACON” means the Sálim Ali Centre for Ornithology and Natural History (hereunder referred to as the Centre or SACON)
- b. “Governing Council” means the Board of Governors of the Society constituted under Rule 5 of these Rules.
- c. “President” means the president of the Society
- d. “Chairperson” means the Chairperson of the Governing Council
- e. “Member-Secretary” means the member secretary of the Society or the Governing Council as the case may be
- f. “Director” means the Director of the Centre who shall also function as “Member-Secretary”
- g. “Central Government” means the Government of India
- h. “Bye Laws” means the Bye Laws of the Society for the time being in force.
- i. “Act” means the Societies Registration Act, 1860

3. Registered Office

The registered office of the Society shall be situated at Anaikatty, Coimbatore, Tamil Nadu State.

4. Members of the SACON Society

- a. The Society shall consist of the following members:

1	The Honourable Minister for Environment and Forests or Minister of State for Environment and Forests – President of the Society
2-17	All members of the Governing Council – Members
18	One representative of the Research, Monitoring and Advisory Committee on rotational basis
19-20	Two members from SACON faculty (junior, middle or senior levels)
21	Principal Secretaries / Secretaries, Dept. of Environment and Forests from one State, other than the States represented by PCCFs/ CWLW, on rotational basis
22	PCCFs/ CWLW of one State other than the States represented by the Principal Secretaries / Secretaries on rotational basis

23	Director, Zoological Survey of India, Kolkata
24-25	The Directors of two National Parks / Sanctuaries, on rotational basis
26-29	Four experts from the field of ornithology, natural history, ecology, biodiversity conservation and related areas other than those in the GC
	Donors who contribute Rs. 10.00 lakhs or more to SACON, subject to the approval of the Chairperson, Governing Council (any number)
	Director, SACON – Member Secretary

- b. Representation may be by name or designation as may be appropriate.
- c. Nominations to the Society shall be made by the Governing Council and approved by the President of the Society.

5. Governing Council

- a. The Governing Council shall be the executive organ of the Society and shall function under the direction, supervision and control of the Society. The members of the Governing Council shall hold office for a period of three years except the ex-officio members whose terms of appointment are controlled by the concerned appointing authority.
- b. The Governing Council shall be responsible for management of the affairs of the Centre. The income and property of the Society shall be vested in the Governing Council of the Centre.

6. The Governing Council shall comprise of the following members:

S No	Members
1	Secretary to the Government of India, or his nominee not below the rank of Additional Secretary, Ministry of Environment and Forests – Chairperson
2	Financial Advisor, MoEF, or his / her nominee from the IFD of the MoEF
3	Joint Secretary, MoEF, dealing with the matters of SACON, or his / her nominee
4	Secretary, Department of Environment and Forests, Tamil Nadu
5	Director, Wildlife Institute of India, Dehra Dun
6	Vice Chancellor, Bharathiar University, Coimbatore
7	Director, Bombay Natural History Society
8	The Chairperson, Centre for Ecological Sciences, IISc, Bangalore
9-11	Three experts in the field of ornithology
12-13	Two experts in the field of ecology or in disciplines of natural history
14	One faculty from management institutes
15	One representative from public sector enterprises / banks
16	Director, SACON (Member Secretary)

- a. The Governing Council shall have a strength not exceeding 16 members including the nominees / ex-officio members mentioned above.

- b. The members of the Governing Council shall hold office for a period of three years. The members will be appointed or re-appointed in accordance with the provisions contained in these bye laws, provided that for ex-officio members, the sponsoring authorities may recall from time to time the present members and appoint others in their place(s).
- c. Nominations to the Governing Council will be made by the Governing Council and approved by the President.
- d. The Governing Council shall function notwithstanding any defect in the appointment or nomination of any of its members and no act or proceeding of the Governing Council shall be called to question merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

7. Cessation or Termination of Membership

- a. A member of the Society or the Governing Council shall cease to be such a member if he/she,
 - i dies, or
 - ii resigns his/her membership, or
 - iii becomes of unsound mind, or
 - iv is convicted of a criminal offence involving moral turpitude, or
 - v except in the case of the Director and faculty members of the Centre, he/she accepts a full time appointment in the Centre, or
 - vi fails to attend three consecutive meetings of the Society or the Governing Council without the leave of the President / Chairperson.
- b. A member of the Society or the Governing Council (other than ex-officio members) may resign office by a letter addressed to the President or the Chairperson and such resignation shall take effect from the date it is accepted by the President or the Chairperson.
- c. An ex-officio member shall cease to be a member of the Society when he/she ceases to hold the office by virtue of which he/she becomes a member of the Society / Governing Council.
- d. A nominated member shall cease to be a member of the Society / Governing Council when his / her tenure of nomination expires.
- e. The Chairperson may resign by a letter addressed to the President and such resignation shall take effect from the date it is accepted by the President.

8. Casual vacancy in the Governing Council

- a. Any casual vacancy in the non-official membership of the Society / Governing Council shall be filled by the appointment or nomination of an individual by the President / Chairperson in like manner and the person so appointed or nominated to such casual vacancy shall hold office for the remainder of the term of the member in whose place he / she has been appointed or nominated.
- b. Any casual vacancy among the ex-officio members / nominee members in the Council shall be filled by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination.
- c. The Society/ Governing Council shall function notwithstanding any defect in the appointment or nomination of any of its members and no act or proceeding of the

Society/ Governing Council shall be called to question, merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

9. Register of members

The Society shall maintain at its registered office a Register of Members in which the following particulars shall be entered:

- a. Name of the Member;
- b. Address of the Member;
- c. Particulars of membership, namely whether ex-officio, nominee or appointed;
- d. Date of admission;
- e. Date of cessation of membership; and
- f. Such other particulars as may be laid down by the Governing Council from time to time.
- g. If a member of the Society changes his address he shall notify his new address to the Director, SACON who shall have the entry in the roll of members changed accordingly. Where, however, a member does not notify any change of address to the Secretary to the Society, his address as given in the roll of members, shall be deemed to be his correct address.

10. Meetings of the Society

- a. The Society shall ordinarily meet at least once every year, on such date, at such time and place as may be determined by the President, within four months from the last date of the financial year.
- b. The meetings referred to in sub-rule 10.a, shall be called Annual General Meetings. All other meetings of the members of the Society shall be called Extraordinary General Meetings of the Society.
- c. The President may call an Extraordinary General Meeting (EGM) of the Society, whenever he thinks fit or shall call it upon a written requisition of not less than four members.
- d. For every Annual General Meeting of the Society at least fifteen days clear notice shall be given to the members.
- e. For every Extraordinary General Meeting of the Society a notice of at least seven day's shall be given to the members.
- f. The President shall call an EGM as requested by the Governing Council or members within fifteen days of receipt of the same, failing which the Chairperson, Governing Council may call such a meeting.
- g. At the Ordinary General Meetings, the following business shall be transacted:
 - i To receive and adopt the Annual Report of the Governing Council on the management and the affairs of the Society for the relevant year;
 - ii To receive and adopt the audited accounts of the Society for the relevant year;
 - iii To appoint an auditor(s) for the ensuing year;
 - iv To consider items proposed by the Governing Council;
 - v To consider any other business with the permission of the Chair.

- h. One-third of the members of the Society shall constitute the quorum at any meeting of the Society. In the absence of the quorum the meeting shall be adjourned and reconvened in half an hour with those members present forming the quorum.
- i. In case of a difference of opinion amongst the members, the opinion of the majority shall prevail.
- j. Each member of the Society, including the President, shall have one vote and if there be an equality of votes of any question to be determined by the Society, the President or in his absence, the Chairperson of the meeting shall in addition have and exercise a casting vote.
- k. All decisions of the Extraordinary General Meetings shall be based on two-third majority of all the members present and voting.
- l. Every meeting of the Society shall be presided over by the President, or in his absence, by a person chosen from amongst the members present at the meeting, by themselves, to chair the meeting.

11. Scope and Functions of the Governing Council

- a. The Governing Council shall generally pursue and carry out the objectives of the Society as set forth in the Memorandum of its Association and, in doing so, shall follow and implement the policy directions and guidelines given by the Society.
- b. The affairs and funds of the Society shall be managed, administered and controlled subject to rules, bye-laws and the orders / directions of the Society, by the Governing Council.

12. Powers of the Governing Council

- a. The Governing Council shall exercise all executive and financial powers of the Society, including those vested in or conferred or to be conferred on it by or under any statute, subject to such directions as the Society may give, from time to time.
- b. Subject to the provisions of the Memorandum of Association and the bye-laws framed there under, the Governing Council shall have the powers:
 - i To guide and oversee the preparation of plans and programmes for the establishment of the Centre for approval of the Society.
 - ii To guide the execution of detailed plans and programmes for the establishment of the Centre as approved by the Society and oversee its administration and management after such establishment.
 - iii To prepare budget estimates for the approval of the Society and sanction expenditure in accordance with such approved budget.
 - iv To incur expenditure on unforeseen items not included in the budget estimates, in anticipation of the approval of the Society
 - v To receive grants and contributions and to have custody of the funds of the Society
 - vi To prescribe and conduct programmes of research, study, training and conservation in areas relevant to furthering the objects of the Society
 - vii To lay down standards in the activities, programmes and in the award of degrees and other distinctions by the Centre.

- viii To provide for and supervise the residence, health, discipline and well being of the students/ trainees, faculty and staff of the Centre.
- ix To cooperate with any other organisation in the matter of the research education and training in ornithology and natural history and allied subjects
- x To enter into co-operative or collaborative arrangements with other organizations for and on behalf of the Society. However, while entering into arrangements or agreements with foreign / international agencies or organizations, prior approval of the appropriate authority in Government of India shall be obtained.
- xi To appoint Committee or Sub-Committees for the disposal of any business of the Society or for tendering advice in any matter pertaining to the Society.
- xii To delegate to such extent as it may deem necessary, any of its power to any office or Committee(s).
- xiii To make, adopt, amend vary or rescind, from time to time, the rules for:
 - a. The conduct of the business of the Governing Council and the Committees to be appointed by it;
 - b. The delegation of its powers,
 - c. Fixing the quorum.
- xiv Entering into the execution of contracts, investments of funds of the Society, sale or alternation of such investments and accounts and audit.
- xv To sue and defend in all legal proceedings on behalf of the Society.
- xvi The Governing Council shall have the power to frame, amend or repeal by-laws for the administration of the affairs of the Society, in particular to provide for the following matters:
 - a. Conduct of business by Committees of experts to be appointed from time to time along with their powers, functions and the term of office of their members.
 - b. Creation of posts, term and tenure of appointments, emoluments, allowances, rules of the discipline and other conditions of staff and officers of the Society.
 - c. Adoption of pay scales, allowances and revision thereof and creation of posts above the grade pay of Rs. 5,400/- per month or an equivalent level upon revision of pay scales from time to time, would need the prior approval of the Central Government.
 - d. Terms and conditions governing scholarships, fellowships, deputations, grants-in-aid, research schemes and projects, and establishments of research centres; and
 - e. Such other matter as may be necessary for the administration of the affairs of the Society.

13. Meetings of the Governing Council

- a. The Governing Council may meet as often as necessary but at least once in six months, provided that the Chairperson shall on a written requisition of not less than four members of the Governing Council, call for a special meeting.

- b. One-third of the members of the Governing Council, including the Chairperson shall constitute the quorum for any meeting of the Governing Council.
- c. In case of difference of opinion among the members, the opinion of the majority shall prevail.
- d. Each member of the Governing Council, including the Chairperson, shall have one vote and if there shall be an equality of votes on any question to be determined by the Governing Council, the Chairperson shall in addition have and exercise a casting vote.
- e. Every meeting of the Governing Council shall be presided over by the Chairperson, or in whose absence, by a person chosen from amongst the members present at the meeting, by themselves, to chair the meeting.
- f. Any resolution, except such as may be placed before the meeting of the Governing Council, may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval of such resolution shall be as effective and binding as if such resolution has been passed at a meeting of the Governing Council, provided that upon request in writing by any three members of the Governing Council, the circular resolution shall be deemed not to have been passed and the Member-Secretary shall summon a meeting of the Governing Council to consider the proposed resolution.
- g. The notice of the meeting would be served on the members of the Governing Council at least two weeks before the date of the meeting.
- h. The Chairperson of the Governing Council shall have the power to invite any person or persons, not being members of the Governing Council, to attend the meetings of the Governing Council, but such invitees shall not be entitled to vote at the meeting.

14. Delegation of the powers of the Governing Council

The Governing Council may, by resolution to the effect, delegate to a Committee appointed by it or to the Chairperson, Director or any other officer of the Society, such of its powers for the conduct of the affairs of the Society, as it may consider necessary and desirable from time to time.

15. Powers of the Central Government

The Central Government may issue such directives to the Centre it may consider necessary, for the furtherance of the objects of the Centre and for ensuring its proper and effective functioning, and the Centre shall report back on the action taken on such directives.

16. Director

- a. The Director shall be appointed by the Central Government after taking into account the recommendations of a Search cum Selection Committee consisting of i) Chairman (GC, SACON) or nominee not below the rank of Additional Secretary as Chairman, ii) Secretary, Department of Science and Technology, Government of India and iii) three expert members in the field of wildlife management, ecology or conservation biology to be nominated by the Chairman (GC, SACON).
- b. The tenure of the Director shall normally be five years, and may, be extended for such period as the Society may recommend, but not going beyond the age of

superannuation as per the applicable rules for autonomous centres of the Ministry of Environment and Forests, Government of India

- c. Subject to these rules and regulations, bye-laws and to any orders of the Governing Council, the Director shall be responsible for the administration and management of the Centre under the direction and guidance of the Governing Council.

17. Research Monitoring and Advisory Committee

a. Functions

- i. To act as an advisory body to the scientific and educational faculty of the SACON
- ii. To review scientific research proposals developed by the Centre
- iii. To review and assess scientific research projects being implemented by the Centre, and monitor publication of dissertations, reports, papers in scientific journals and other publications.
- iv. To conduct a review once every year of all research and extension activities of the Centre and advise the Centre about changes required for improvement.
- v. To examine any new programmes or suspending / abandoning any of the ongoing ones, depending upon the utility and/or the level of participation.

b. Composition

The Research Monitoring and Advisory Committee will be composed of fifteen members as follows:

S No	Members
1	A person of eminence in the field of ornithology, or wildlife sciences, management or conservation – Chairperson
2	Chief Wildlife Warden, or his nominee, Government of Tamil Nadu
3-4	Two Chief Wildlife Wardens or their nominees from the states in which SACON's programmes are being conducted, by rotation
5	Deputy Inspector General, Wildlife, Government of India
6-7	Two eminent scientists / conservationists / socio-economists / professional wildlife biologist with experience relevant to ornithology and/or wildlife science
8-12	Five middle level and senior scientific faculty members from research organisations in wildlife sciences
13-14	Two faculty members of SACON
15	Director, SACON - Member Secretary

Nominations to the Research Monitoring and Advisory Committee shall be made by the Chairperson, Governing Council.

c. Quorum

- i. One-third of the members of the Research Monitoring and Advisory Committee, including the Chairperson shall constitute the quorum for any meeting of the Research Advisory and Monitoring Committee.
- ii. Every meeting of the Committee shall be presided over by the Chairperson, or in his absence, by a person chosen from amongst the members present at the meeting, by themselves, to chair the meeting.

18. Finance Committee

a. Functions

- i. Examine the annual budget, need of equipment and infrastructure, and make recommendations to the Governing Council for approval.
- ii. Consider the audited annual accounts and audited reports and make observations for discussion in the Governing Council and adoption by the Society.
- iii. Consider any other financial matter concerning the Centre referred to it by the Governing Council or the Director.

b. Composition

- i. Financial Advisor or his / her nominee of the Ministry of Environment and Forests, GOI - Chairperson
- ii. Officer of the Ministry of Environment and Forests, GOI, dealing with the matters of SACON
- iii. Director, SACON, Member Secretary

c. Quorum

All three members of the Finance Committee, including the Chairperson shall constitute the quorum for any meeting of the Finance Committee. The Chairperson may at his discretion co-opt a third member in case only two members are present.

19. Travel by Members

- a. The non-official members of the Society, Governing Council or of any Committees appointed by the Governing Council, shall be entitled to reimbursement of such travelling expenses, daily allowance(s) and sitting fees as may be provided in the rules in this behalf in respect of any journeys undertaken by such members for attending the meetings of the Society, Governing Council or of the Committees or in connection with any other business of the Centre.
- b. Expenditure on travelling and daily allowance(s) in respect of government representatives for the journeys undertaken by them for similar purpose shall be borne by the Centre, if it is not borne by the Central or the concerned State Government.

20. Funds of the Society

The funds of the Society shall consist of the following:

- a. Grants made by the Central Government.
- b. Grants made by the Governments of States and Union Territories.

- c. Grants and funding for research and other programmes of SACON from non governmental sources.
- d. Contributions and benefits from other sources.
- e. Income from investments and other sources, including consultancy services.

No benefaction shall be accepted by the Governing Council which, in its opinion, involves conditions or obligations opposed to the spirit and objects of the Centre.

21. Financial Year and Audited Accounts

- a. The financial year of the Society and its period of audit shall be from the 1st of April to the 31st of March of the following year.
- b. The Director shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Central Government, **in consultation with the Comptroller and Auditor General of India**
- c. The accounts of the Society shall be audited annually by a Chartered Accountant or firm of Chartered Accountants, who will be nominated by the Comptroller and Auditor General of India, and appointed as Statutory Auditors at the ordinary general meeting of the Society. The Comptroller and Auditor General may verify the accounts and audit of the Society, annually. Any expenditure incurred in connection with the audits of accounts of the Society, shall be payable by the Society.
- d. The Statutory Auditor and the Comptroller and Auditor General shall have the same rights, privilege and authority in connection with the audit of the accounts of the Society as the Comptroller and Auditor General has in connection with the audit of government accounts and, in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect any of the offices of the Society.
- e. The accounts of the Society, as certified by the Statutory Auditor, together with the Auditor/s' report thereon, shall be forwarded to the Central Government and the Government shall cause the same to be laid before the Houses of Parliament, along with the Annual Report of the Society.

22. Power to Amend the Rules

The Society can make, adopt, amend, vary or rescind, from time to time, the objects, bye laws and rules for any purpose connected with the management and administration of the affairs of the Society or the Centre and for the furtherance of its objects.

23. Alterations, Amendments and Change in the Objects and Name

- a. The Society may alter, extend, abridge, or amend its objects or purpose to or for other objects or purposes within the meaning of the Societies Registration Act, 1860, or amalgamate it, either wholly or partially, with any other society having objects similar to the objects of the Society, in the manner provided by Section 12 of the said Act
- b. The name of the Society can be changed only after complying with the procedure laid down in Section 12 and 12-A of the Societies Registration Act, 1860; provided that the name "Salim Ali" shall be retained in the proposed change of name.

24. Taking Over by Central Government

In case the Central Government is satisfied after due process that the Society **is not functioning properly, the Central Government shall have the powers to take over** the administration and assets of the Centre and the Society.

25. Provision for Dissolution and Adjustment of Affairs

- a. The Society can be dissolved only after complying with the procedure laid down under Section 13 of the Society Registration Act.
- b. If upon dissolution of the Society there shall remain after the satisfaction of all its debt and liabilities, any assets and property whatsoever, the same shall be dealt with in such manner as the Central Government may determine.

26. Authority for Legal Action

For the purpose of Section 6 of the Societies Registration Act, the person in whose name the Society / Centre may sue or be sued shall be the Director of the Centre.

27. Change in the Registered Office of the Society

The provisions contained in the Memorandum of Association relating to the registered office of the Society may be changed by the votes of two thirds of the members of the Society delivered in person or by proxy at a meeting of the members of the Society called for the purpose.

28. Amendment to the Rules

The Society may amend, alter, delete, substitute or add to the Rules and Bye Laws of the Society, by a resolution passed by two-third majority at an Extraordinary General Meeting, specifically called for this purpose.

Rules

Sálim Ali Centre for Ornithology & Natural History



I. Preamble

1. These rules, regulations and procedures shall supersede all the existing rules, regulations and executive orders & instructions. In respect of areas, which are not covered by these, the provisions in the relevant Government of India orders on the subject shall be operative.
2. In case of any doubt on the interpretation of these procedures, the matter may be referred to the Director, SACON whose decision shall be final.
3. The SACON Rules should be reviewed at suitable intervals.
4. The Governing Council of SACON may amend, alter, annul or modify any of the Rules, Regulations and Procedures.
5. The Governing Council may relax any or all the provisions of these Rules, wherever considered necessary.
6. Date of Adoption

These rules came into force from the date of its adoption by the Governing Council of SACON held on 23rd November 2009, at Ministry of Environment and Forests, Government of India, New Delhi.

II. Short title and commencement

1. These Rules shall be called as the “SACON Rules, Regulations and Procedures 2009”, and contain the following:
 - a. Definitions
 - b. Delegation of Powers
 - c. Research, Development and Education
 - d. Environmental / Ecological Assessments and Consultancies
 - e. Recruitment, Assessment and Promotion
 - f. Contract Appointment
 - g. Deputation
 - h. Recruitment, Leave and Other Services Matters for the Project Staff
 - i. Purchase and Procurement
 - j. Finance Manual
 - k. Travel Allowance and Daily Allowance
 - l. Motor Vehicle
 - m. Medical Allowances and Reimbursement
 - n. Leave of Absence by the Scientific Staff for Academic Activities
 - o. Special Voluntary Retirement Scheme

2. These rules shall come into force with effect from the date of their notification by the Governing Council, SACON

III. Definitions

In these Rules, unless the context otherwise requires:

1. “Society” or “Centre” or “SACON” means the Sálím Ali Centre for Ornithology and Natural History
2. “President” means the President of the Society
3. “Members” means the members of the Society or Governing Council or Committees and Sub-Committees constituted under SACON as the case may be
4. “Chairperson” means the Chairperson of the Governing Council
5. “Governing Council” means the Board of Governors of the Society
6. “Member-Secretary” means the Member Secretary of the Society or the Governing Council as the case may be
7. “Director” means the Director of the SACON
8. “Competent Authority” shall mean the Chairperson, Governing Council in respect of the Director and the Director in respect of all other employees;
9. “Central Government” means the Government of India
10. “Finance Ministry” means the Ministry of Finance of the Central Government.
11. “Employee” means:
 - i. A person in the employment of SACON including those on temporary disposal of other authorities
 - ii. Persons on deputation to SACON
 - iii. Does not include casual employee, work-charged, project-charged or contingency staff or workman.
12. “Scientific staff” means the employees of SACON whose designation is any one of the following :
 - i. Scientist
 - ii. Senior Scientist
 - iii. Principal Scientist
 - iv. Senior Principal Scientist
 - v. Director Level Scientist
13. “Research Fellow” means the employee working in SACON’s projects and programmes whose designation is any one of the following:
 - i Junior Research Fellow
 - ii Senior Research Fellow
 - iii Research Associate
 - iv Programme Fellow
 - v Project Scientist

14. “Administrative Officer” means the Head of Division of Administration of SACON.
15. “Finance Officer” means the Head of the Division of Finance of SACON.
16. “Emoluments” means pay, grade pay, leave salary, subsistence grant, interim relief, dearness allowance as may be admissible, and may include any remuneration of the nature of pay received in respect of foreign service.
17. “Financial year” means the year beginning on the 1st of April and ending on the 31st of March of the following year.
18. “Bank” means any nationalized bank approved by the Governing Council of SACON.
19. “Grant” means the grant received from any source approved by the Competent Authority.
20. “Re-appropriation” means the transfer of funds from one head of account to another head.
21. “DDO” means drawing and disbursing officer.
22. “Bye-Law” refers to the Bye-Laws of the Society of Sálim Ali Centre for Ornithology and Natural History.
23. “Rules” mean the Rules of the SACON for the time being in force.
24. “Act” means the Societies Registration Act, 1860.
25. Words of the masculine / feminine gender shall, unless a contrary intention appears, be taken to include the feminine / masculine also.
26. “Family” in relation to an employee as defined in the rules of the Government of India.

IV. Delegation of Powers

Schedule of Delegation of Administrative Powers

S.N	Nature of power	Director
1	Grant of special Pay to LDC/UDC appointed to the duties of a Cashier.	Full powers. Subject to conditions laid down by the Govt. of India, Ministry of Finance and rates prescribed for the purpose from time to time.
2	Powers to dispense with medical certificate of fitness before appointment to SACON's service in individual cases. (F.R. 10).	Full powers in the case of employees for whom Director is the appointing authority.
3	Power to suspend a lien. (F.R. 14)	Full powers provided the Director is authorized to make appointment to the post on which the lien is held.
4	Power to transfer a lien (F.R. 14 b)	Full powers provided that he is authorized to make appointments to both the posts concerned.
5	Power to transfer an employee from one post to another (F.R. 15).	Full powers
6	Power to fix the pay and allowances of an employee (F.R. 20).	Full powers provided Director is empowered to make a substantive appointment to the post with reference to which the pay and allowances are to be regulated.
7	Power to sanction annual increments (F.R. 24)	To allow normal increments in all cases for which Director is the appointing authority.
8	Power to allow an employee to count extraordinary leave for increments (F.R. 26)	Full power in cases where Director is the appointing authority.
9	Power to grant premature increment on a time scale of pay (F.R. 27)	Grant of higher initial pay on initial appointment not exceeding 5 increments in the case of direct recruits only, where Director is the appointing authority.
10	Power to reduce the pay of an officiating employee (F.R. 35)	Full powers where Director is appointing authority
11	Power to sanction the undertaking of work for which an honorarium is offered and the grant or acceptance of honorarium. (FR46-B)	Full powers up to a maximum of Rs.10,000/- on each occasion.
12	Power to appoint a SACON's employee to hold temporary or to officiate more than one post and to fix the pay of subsidiary posts and the amounts of compensatory allowance to be drawn.	Full powers if Director is appointing authority for each of the post concerned. This power is subject to conditions laid down in F.R. 49.
13	Power to require a medical certificate of fitness before	Full if he is empowered to grant leave.

S.N	Nature of power	Director
	return from leave (F.R. 71)	
14	Power to sanction casual leave.	Full including for himself \ herself.
15	Power to sanction Earned leave (S.R. 206 & 208)	Full powers to grant leave other than special disability leave, excepting for himself, provided no officiating arrangements are involved in respect of posts which the Director is not competent to fill up. (This includes extraordinary leave for pursuing higher studies. The exercise of this power will be subject to observance of all relevant rules of SACON in this regard).
16	Power to extend leave (F.R. 73)	Full powers provided the original leave was sanctioned by the Director and the employee on his return will be under his administrative control.
17	Power to sanction transfer to foreign service in India. (F.R. 110 (e))	Full powers in the case of employees for whom Director is the appointing authority.
18 (a)	Power to fix pay in foreign service	Full powers subject to observance of rules and orders issued by Ministry of Finance / Home Affairs.
18 (b)	Grant of Fees & Honorarium	Full powers up to Rs. 10,000/- per person in each case.
19	Power to sanction the undertaking of work for which a fee is offered and the acceptance of a fee, (S.R. 11). Subject to cut imposed under S.R. 12.	Up to a maximum of Rs. 10,000/- in each case (except in their own cases for which Governing Council's approval is necessary). In the case of recurring fees, the limit would apply to the total amount of recurring payment made to an individual in a year.
20	Power to decide the shortest of two or more routes. (S.R. 30(b))	Full powers
21	Power to allow mileage allowance to be calculated by a route other than shortest or cheapest (S.R. 31)	Full powers provided that the selection of such route is in the interests of the SACON.
22 (a)	Power to sanction travel by Air to non-officials on SACON work entitled to TA as Grade I officer of Govt. of India (S.R. 48 (b) (ii)).	Full powers
22 (b)	Power to sanction travel by Air in Public Air transport companies regularly plying for hire to non-entitled class I officers on official duty. (S.R. 48(b) (ii))	Full powers
23	Power to sanction of refund or cancellation charges on air ticket. (including himself)	Full powers.
24	Power to prescribe headquarters of the employees. (S.R. 59)	Full powers
25	Power to define the limits of employees sphere of duty (S.R.	Full powers

S.N	Nature of power	Director
	60)	
26	Power to decide whether a particular absence is absence on duty (S.R. 62).	Full powers
27	Power to restrict the frequency and duration of journeys. (S.R. 63)	Full powers
28		
29	Power to allow actual cost of maintaining a camp during a sudden journey away from it. (S.R. 79)	Full powers
30	Power to prescribe the scale of camp equipment etc., to be carried at SACON's expense by an employee allowed to recover the actual cost of the first or last journey of an extensive tour (S.R. 80).	Full powers
31	Power to permit the recovery of the actual cost of conveying camp equipment etc., and to limit the number or weight. (S.Rs. 81(a) & (b)).	Full powers
32	Power to permit recovery of the actual cost of conveying camp equipment between places connected by road only. (S.R. 81 (c))	Full powers
33	Power to permit recovery of the actual cost of maintaining camp equipment during a halt at or near headquarters. (S.R. 91).	Full powers
34	Power to extend the time limit of six months within which members of the family of an employee may be treated as accompanying him in individual cases attendant with special circumstances. (S.R. 116 (b) (iii)).	Full powers
35	Power to sanction TA as for a journey on tour to an employee who is required while on leave in India to perform any SACON's / public duty at a place other than the one where he is spending his leave. (S.R. 135)	Full powers provided T.A. may not be granted for a journey while proceeding on leave or while returning from leave.
36	Power to allow the actual cost of a journey to appear before a medical board, preliminary to voluntary retirement or invalid pension. (SR 160 (b)).	Full powers

S.N	Nature of power	Director
37 (a)	Power to sponsor candidate for short term course and count the period spent on training as duty.	Full subject to conditions laid down in Govt. of India, Ministry of Finance Memo. No. f. (71) Estt. II/60, dated 2.12.60, as modified from time to time.
37 (b)	Power to decide the rates of TA admissible to an employee deputed to undergo a course of training in India. (S.R. 164)	TA/DA may be allowed in accordance with the provision contained in Govt. of India decision No. 1 to 3 below S.R. 164.
38	Power to sanction hire charges when an employee is provided with means of locomotion at the expenses of Central, State / Public sector undertaking etc., but pay all cost of its use or propulsion. (S.R. 183).	Full powers
39	Power to declare who should be controlling officers (S.R. 191).	Full powers provided that the Director may not declare an employee to be his own controlling officer.
40	Power to make rules for the guidance of controlling officers. (S.R. 195 (e))	Full powers
41.	Power to waive proviso (a) to SR 209 and to authorize departure from SR 211 (SR 210 & 211)	Full powers
42.	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of an employee (S.R. 213).	Full powers
43.	Power to grant leave to an employee in respect of whom medical Committee has reported that there is no reasonable prospect that he will ever be fit to return to duty. (S.R. 233).	Full powers
44.	Power to grant maternity leave (Rule 43 of CCS (leave) rules)	Full powers subject to provisions of S.R. 267.
45.	Power to grant hospital leave (Rule 46 of CCS (leave) Rules)	Full powers
46.	Power to permit the calculation of joining time by a route other than that which travellers ordinarily use. (S.R. 296).	Full powers
47.	Power to extend joining time on certain conditions within a maximum of 30 days.	Full powers.
48.	To sanction tour programme and counter signature of TA Bills.	Full powers for all including self.
49.	Power to sanction reimbursement of cancellation charges on unused Railway tickets.	Full powers
50.	Authorizing an employee to	Full powers.

S.N	Nature of power	Director
	proceed on duty to any part of India.	
51.	Power to make officiating appointment to a vacant post in a vacancy (including those in continuous chain of vacancies) each of one month or more.	Full powers. To be exercised only in very exceptional circumstances and subject to observance of instructions issued by the GC from time to time.
52.	Power to make ad hoc appointment	Full powers where the Director is the appointing authority. To be exercised only in very exceptional circumstances, keeping in view the instructions and guidelines issued by Govt. of India from time to time.
53	Disciplinary powers	According to Classification, control & Appeal Rules applicable to Central Government.

General Conditions

- a. The powers of a Head of Department in Central Govt. under the Fundamental Rules (F.R.), supplementary Rules (SR), Account Code and other rules and regulations as amended from time to time shall vest in the Director, SACON, subject to the condition that where, if any, specific delegation is made as in the Table above, such specific provision shall prevail.
- b. The Director may delegate the powers vested in him by this delegation, to a subordinate authority as is necessary to the proper conduct of the business of the centre.
- c. The Director shall be the authority for granting permission for attending International Conferences for the scientific staff. However, in the case of Director, SACON the Competent Authority shall be the Chairperson, Governing Council.
- d. Full powers are delegated to the PI of projects to sanction and extend admissible leave to project research staff and project support staff to the extent available at their credit.
- e. Full powers are also delegated to the PI of the project to sanction tour programme and counter sign TA bills. PI of the project is also empowered to sanction tour programme of researcher, and counter sign TA bills, beyond defined jurisdiction for the project work (within India) and within the TA budget available in the project. Tour programme for participation in Seminar / Workshop / Conference (within India) can also be sanctioned by the PI, if such activities have been mentioned and accordingly budgeted in the project.
- f. All administrative powers not specifically delegated to any authority by or under this delegation, shall vest in the Governing Council of the SACON.

Schedule of Delegation of Financial Powers

S.No.	Nature of power	Director
1	Purchase of office and scientific equipment including computers and motor vehicles.	Full powers.
2	Purchase of books, journals, reprints, periodicals, news papers etc.	Full powers.
3	Purchase and repairs of furniture and fixtures.	Full powers.
4 (a)	Incurring of expenditure on purchase of publication of journals etc., for the centre.	Full powers.
4 (b)	Incurring of expenditure on printing of annual reports, technical reports, manuals, books brochure, etc. of the centre.	Full powers.
5	Expenditure on legal matters concerning the centre	Full powers.
6.	Rewards / mementos to Faculty / Officer / Staff for their meritorious services / recognition in National / International Forum	Full powers.
7.	Hiring of building for the use of Sálím Ali Centre for Ornithology & Natural History	Subject to the monetary limits laid down in Annexure E (S.No. 16) of the EFPRS approved by the Governing Council.
8.(i)	Stores required for works	Full powers.
8.(ii)	Other stores i.e., instruments, equipment, apparatus and chemicals.	Full powers.
9	Repairs to and removal of machinery and scientific equipment.	Full powers.
10	Maintenance of motor vehicle including payment of insurance charges.	Full powers.
11	Staff paid from contingencies.	Full powers so far as payment to casual workers is concerned.
12	Purchase of stationery for official use.	Full powers subject to observance of economy instructions issued by Govt. of India from time to time.
13	Purchase of liveries and badges for staff.	Full powers.
14	Expenditure on advertisement.	Full Powers.
15	Payment on electricity and water charges, telephone, telex, fax charges, house tax and other taxes payable under the law.	Full powers.
16	Expenditure on postage and telegram and commission on money orders, bank drafts.	Full powers.
17	Power to sanction subsidy as financial assistance to Departmental Canteen.	Full powers.
18	Incurring of expenditure.	Full powers.
19	Condemnation of typewriters and other stores.	Full powers.
20	Freight and Demurrage / Wharfage charges.	Full powers.
21	Write – off stores (other than motor vehicles).	Full powers.
22	Power to write-off irrecoverable losses of stores / public money including loss of stamps.	i) Rs.10000 for loss of stores not due to theft,

S.No.	Nature of power	Director
		fraud or negligence ii) Rs. 2500 for other cases.
23	Advance payment against supplies	Full powers
24	Power of incurring contingent expenditure not specifically covered under any of the sub-items mentioned herein.	Recurring Rs. 5000/- per annum in each case. Non-recurring Rs. 20000. in each case
	i) Bicycle.	Full powers
	ii) Conveyance hire.	To the extent outlined in col.4 against item 3 of Schedule V of DFPR 1958 (item 3 of Annexure to Schedule V DFPR 1958).
	iii) Repairs and alterations to hired and requisitioned buildings.	Recurring Rs. 5000/- per annum; Non-recurring Rs 50,000/- per annum.
	iv) Indents, contracts and purchases.	Full powers
	v) Miscellaneous Expenditure.	Recurring Rs. 500/- per annum; Non-recurring Rs 5000/- per annum.
	vi) Miscellaneous Expenditure of unusual character.	Up to Rs 500/- in each case.
25	Alteration of date of birth in respect of non-Gazetted staff.	Full powers in case of bonafide clerical error.
26	Powers to relax the age limit for initial appointment to posts for which the Director is appointing authority (Section I, Appendix 3 of F.R. and S.R. vol. II).	Full powers subject to approval of the Governing Council
27	Investigation of arrear claims.	Full powers. Upto six years of its becoming due. May be exercised subject to provision of GFR and orders of Govt. of India.
28	To execute contracts deeds and other instruments.	Full powers, subject to approval of Governing Council.
29	Form of surety bond to be executed by employees handling cash/stores etc., acceptance thereof.	Full powers.
30	Grant of Advances for purchase of Conveyance.	Full powers (including himself) subject to approval of the Governing Council.
31	Grant of advances of Pay and TA on transfer.	Full powers.
32	Grant of advances for purchase of warm clothing and fan.	Full powers.
33	Grant of advance in connection with tour.	Full powers.
34	Grant of advance in connection with leave travel concession.	Full powers.
35	Grant of advances in connection with festivals.	Full powers.

S.No.	Nature of power	Director
36	Grant of advances in connection with natural calamities.	Full powers.
37	Grant of advances in connection with law suits to which SACON is party.	Full powers.
38	Advances to employees for institutional expenses	Full powers.
39	Grant of temporary advances including special advance from provident fund.	Full powers.
40	Grant of advance in lieu of leave salary.	Full powers.
41	Grant of House building Advances.	Full powers.
42	Part / final withdrawals from provident fund.	Full powers.
43	Sanction of pension to SACON's employees.	Full powers.
44	Grant of overtime allowances.	Full powers.
45	Sanction of SACON Fellowships subject to rules in force.	Full powers.
46	Sanction of project advances.	Full powers.
47	Sanction of Research grant	Full powers.
48	Drawal of pay and allowances for regular staff, CDLs, contractual employees and researchers/technical staff	Full powers.
49	Reimbursement of medical expenses to all the eligible employees from the approved medical practitioners as per rules of SACON.	Full powers.
51	To accord administrative approval / expenditure sanction for estimates of individual civil works.	Non-residential Rs.10,00,000.00, Residential Rs. 500,000.00.
52	Fencing, plantation, animal enclosures, hides, machans etc.	Rs 200,000.00
53	Repair and maintenance of existing office / residential accommodation (Departmental).	Rs 100,000.00 in each case.

General Conditions

- a. The budget of the SACON shall be passed by the Governing Council.
- b. The expenditure shall be incurred, subject to the availability of budget provision with the sanction of the Director or subordinate authority to whom the powers have been delegated.
- c. The powers of Head of Department in Central Government under the Delegation of Financial Powers Rules (DFPR), the General Financial Rules (GFR) and other financial rules and regulations, as amended from time to time, shall vest in the Director, SACON, subject to the condition that where, if any, a specific delegation has been made such specific provision shall prevail.
- d. The Director shall have the power to make re-appropriation of funds from one sub-head to another. No re-appropriation shall be made without the approval of the Governing Council from the Head of 'Capital' expenditure to 'Revenue' expenditure and vice-versa. The power is to be exercised in accordance with the provisions of DFPRS.
- e. The Director may delegate all or any of the powers vested in him by this delegation, to a subordinate authority, as is necessary to the proper conduct of the business of the centre, in accordance with the provision of DFPRS.
- f. All financial powers not specifically delegated to any authority by this delegation shall vest in the Governing Council of the Centre.

- g. The exercise of powers laid down herein will be subject to observance of such conditions, restrictions and orders of the Central Government on the subject issued from time to time.

V. **Research, Development and Education**

1. All research, conservation, development, education, consultancy and allied activities of SACON will be undertaken in project mode. The projects should fall within the mandate and objects of the Society.
2. Projects may be funded by any appropriate funding source; national or international; or from internal revenue; provided that the funds received do not in any manner compromise the mission and independence of enquiry, findings and conclusions of SACON.
3. Origin and development of Projects
 - i. Projects will be headed by a Principal Investigator, and may have Co-Principal Investigators and Co-Investigators according to the contribution in the development of the project proposal. The designations may vary according to the requirements of the project, and can include titles such as Programme / Project Coordinator, Project Leader, etc.
 - ii. The guiding principle will be that head of the project will be based on degree of contribution to design, development and execution of the project and not necessarily according to hierarchy within the Centre.
 - iii. Projects of SACON can originate either internally, or as collaboration or externally.
 - iv. Internally developed projects are when the Principal Investigator, Co-Principal Investigator, or Co-investigator, are all SACON faculty.
 - v. Collaborative projects are when one or more of the investigators are from outside SACON.
 - a. In such cases, a Memorandum of Understanding must be drawn between the collaborating institutes / individuals explicitly stating the roles, responsibilities, rights and liabilities of the collaborators.
 - b. If a collaborative project is situated in SACON, the project will be managed according to SACON rules and regulations, and the collaborating SACON Scientist will be the executive head of the project.
 - c. If a collaborative project is situated in an organisation outside SACON, the project may be managed according to the rules and regulations of that organisation.
 - vi. Externally developed projects are when an individual outside of SACON independently develops a project and the project is routed through SACON.
 - a. In such cases, a Memorandum of Understanding must be drawn between the individual(s) and SACON explicitly stating the roles, responsibilities, rights and liabilities of both parties.
 - b. One of the scientists of SACON will function as the executive head of the project, responsible for the financial management of the project, and will be designated appropriately.
 - c. Such projects, and the intellectual property and publications arising from it, will be subject to SACON Rules.
 - d. If the originator of an externally developed project receives remuneration from the project, he / she will be subject to the Rules of SACON.

4. Project submission and approval
 - i. If a project falls within the mandate and objectives of SACON, then the project may be submitted as per the format in annexure 1 or as per the requirements of the funding agency.
 - ii. If the proposed project does not fall strictly within the mandate of SACON, then the scientist may submit a concept note for consideration.
 - iii. The project proposal or the concept note will be submitted to the Internal Research Committee of SACON.
 - iv. The Internal Research Committee will be chaired by the Director, and all the faculty of SACON will be members. The Director may invite external experts as special invitees, if required.
 - v. The Internal Research Committee will scrutinize the proposal / concept note and call the Principal Investigator to present and justify the proposal.
 - vi. The Internal Research Committee may recommend, call for revision, or reject the proposal.
 - vii. The Principal Investigator may resubmit the proposal to the Internal Research Committee incorporating their suggestions and comments.
 - viii. If recommended by the Internal Research Committee, the project proposal may be submitted to the funding agency.
 - ix. If funding is sought from SACON, then the proposal may be submitted to the RMAC for recommendation.
5. Management of Projects
 - i. The Principal Investigators / Project Heads are wholly responsible and accountable for the administration of their projects and must ensure 'due diligence' in expenditure and processes.
 - ii. The Principal Investigators are responsible for ensuring that the project time frames and budgets are adhered to, the objectives of the project are fulfilled, and that reporting is on schedule.
 - iii. The Principal Investigators must ensure that their project staff abide by SACON rules and regulations
 - iv. Prior approval of the Director is mandatory for any deviation, re-appropriation, or incurring excess expenditure in the projects. Where necessary, the PIs will obtain concurrence from the funding agency.
 - v. The Finance Officer will submit a **quarterly expenditure statement to the PIs**. The PIs will ensure that expenditures have been correctly booked.
 - vi. PIs of the projects will ensure that the utilisation certificates of their projects are in order.
 - vii. The Principal Investigators, Co-Principal Investigators and Co-Investigators are responsible for ensuring high standards of the research and integrity of data gathered in their projects.
 - viii. The roles, responsibilities, rights and liabilities of each of the Investigators of a project will be decided by the Principal Investigators with adequate consultations leading to mutual consensus amongst the investigators.
 - ix. In case of a difference of opinion amongst the Investigators, the Director will be the deciding authority.

- x At the conclusion of the project, all permanent equipment and vehicles purchased under the project should be transferred to SACON, unless otherwise provided for in the project, by the Principal Investigator.
6. **PhD / MPhil Programme**
- i All prospective candidates will submit a detailed project proposal as per the format in Annexure 1.
 - ii The project proposal will be circulated amongst the members of the Internal Research Committee, who will call the candidate to present and defend the proposal.
 - iii The funding for the proposed study must be clearly identified, and **no candidate will be permitted to register for PhD or MPhil without assured funding.**
 - iv The PhD / MPhil students registered with SACON will pay fees etc., as prescribed by SACON from time to time.
7. **Intellectual Property**
- i All intellectual property rights (IPR) to products/ processes / patents arising out of research in SACON, shall normally be the property of SACON. The rights and shares of the concerned scientists and institutions involved may be determined by mutual agreement or by a Committee appointed by the Director in consultation with and concurrence of the scientists and institutions involved.
 - ii In case of IPR and incomes arising from collaborative efforts between SACON and other institutions / agencies / individuals, the Director, SACON and the head of such other institutions will apportion credits and revenues accordingly.
 - iii Funding sources will not normally be entitled to intellectual property rights to products / processes / patents arising out of research in SACON.
 - iv SACON reserves the right to publish its research findings in the manner it deems fit.
 - v Income accruing from royalties and lump sum premium for transfer of know-how for products/ processes generated out of research will be apportioned between SACON and the inventor(s). The share of each will be decided by a Committee appointed by the Director.
 - vi SACON recognizes the rights of indigenous people on the information, knowledge systems and resources of their areas.
 - vii SACON further recognize the rights of the tribe (s) / village (s) on the discoveries, patents, copyrights, and processes, originating from the knowledge systems of the said tribe (s) / village (s). Due share of the economic benefits that may arise from the information collected, should accrue to the tribe(s) / village(s) it originates from. The assignment of rights and shares should be with the participation and concurrence of the communities involved.
8. **Research Contingency Fund**
- i The revenue generated from Research, and Consultancy and Environmental Assessment (C&EA), projects of SACON will be credited to SACON Corpus account (40%), **the SACON Research Contingency fund (35%),** the SACON Project Administration Fund (20%) and SACON Staff Welfare Fund (5%).
 - ii The administrative, institutional charges or salary of SACON Scientists components of research projects, and any other monies that accrue to SACON will be considered as revenue generated from research projects.

- iii **The earnings of a C&EA Project will be considered to be the total of the intellectual fees, miscellaneous charges, institutional charges, and any balance monies from the expenses component after accounting for all direct and indirect expenses at the completion of the project.**
- iv The earnings generated for SACON and credited to the Research Contingency Fund will be attributed as having been raised by the Scientist(s) who have worked on the project in the proportion of:
 - a. **100% where there is a single investigator**
 - b. 50% each or equally between the Principal Investigator and Co-Principal Investigator(s)
 - c. 60% to the Principal Investigator and 40% to the Co-investigator where there are two investigators
 - d. 40% to the Principal Investigator and 60% to be apportioned equally between remainder investigators where there are more than two investigators
- v **50% of the** value of the revenue generated by a Scientist and credited to the **Research Contingency fund will be exclusively available to that Scientist.** The Scientist may utilise the funds:
 - a. To undertake a new research project
 - b. To travel to attend conferences, symposia and workshops
 - c. To travel and incur other expenditure related to developing new research proposals or furthering objectives of existing projects
 - d. To supplement his existing projects
 - e. To purchase equipment
 - f. To utilise the funds in such a manner so as to further the mandate of the Centre, or develop his division.
- vi **The suitability of what the Scientist proposes to do must be evaluated by SACON's Internal Research Committee, and approved by the Competent Authority.**
- vii The balance available in the Research Contingency fund **may also be used to loan moneys to ongoing projects** to tide them over financial crunches due to delays in receipt of funds from the respective funding agencies. **These loans must be repaid** and credited to the Research Contingency fund as soon as funds are received by the project.

Annexure 1. Format for submission of projects

Title Page

1. Project Title
2. Principal Investigator, Designation, Institute Name, Address
3. Co-Investigator, Designation, Institute Name, Address
4. Under which objective / mandate of SACON does the project fall
5. Duration in months
6. Total cost
7. Foreign Exchange Component
8. Funding agency / source

Detailed Project Proposal

1. Project Title
2. Project summary (maximum 200 words)
3. Key words (maximum 6)
4. Introduction (under the following heads)
 - i Origin of the proposal
 - ii Review of status of Research and Development in the subject
 - a. International status
 - b. National status
5. Definition of the problem
6. Goal
7. Objectives
8. Methodology
9. Importance of the proposed project in the context of current status
10. Review of expertise with the investigator(s) / institutions in the subject of the project
11. Work plan
12. Organisation of work elements
13. Log frame / Time schedule of activities giving milestones
14. Suggested plan of action for utilization of research outcome expected from the project.
15. Budget Summary

S No	Item	1 st year	2 nd year	3 rd year	Total
1	Salaries/stipends/wages				
2	Travel				
3	Permanent Equipment				
4	Consumables				
5	Vehicle / boat / conveyance Hire				
6	Report				
7	Recruitment costs				
8	Field station rental & maintenance				
9	Medical / Insurance				
10	Contingency				
11	Any items specific to the project				
12	Total				
13	Institution Charges / Administrative overheads / Student Fees				
14	Grand Total				

16. Justification for the manpower requirement, costly consumable intensive travel, if any, proposed equipment, and any other costs specific to the project.

17. Details of Research Projects being implemented submitted by the Investigator(s):
Titles; Ongoing / submitted; Cost; Duration; Funding Agency; Number of Project
personnel

Annexure 2. Performa for Seeking Security & Sensitivity Clearance for Projects involving Foreigners/ Foreign Collaboration

1. The proposals for undertaking any and all projects involving foreigners/ foreign collaboration by SACON, after due diligence of scrutiny by SACON, be referred to Secretary, MoEF, New Delhi for obtaining security and sensitivity clearance in the following format. Proposals for which only funding is being sought need not undergo this process.
 - i. Title and short description of the project;
 - ii. Name, address, nature of organization and the activities of foreign collaborator / sponsor and more especially of the direct collaborator;
 - iii. Details of past collaborations, if any, by the collaborator / sponsor with SACON / other Indian institution(s);
 - iv. Details if any, available on R&D projects of sensitive and national security, taken up and / or funded by the sponsor / collaborator in the past in its own country or any other country;
 - v. Genesis to the origin of the project;
 - vi. Total cost (in Rs. and Foreign Exchange) and duration of project;
 - vii. Foreign support/collaboration (details):
 - a. Financial support (Rs. & Foreign Exchange)
 - b. Equipment support
 - c. Technical support
 - d. Manpower training/exchange ((Indian/foreign)
 - e. Data/Informational support
 - f. Miscellaneous/others (use of facilities, ship, computers etc.)
 - viii. Justification/need for foreign sponsorship/collaboration and likely benefits (scientific, economic, societal, strategic etc.) for the SACON /and India;
 - ix. The project involves (give details):
 - a. Referring to or sourcing of strategic/sensitive material/ information;
 - b. Transfer of biological material(s) to the collaborator/sponsor;
 - c. Use of genetically modified organisms;
 - d. Use of environmentally or otherwise hazardous material(s);
 - e. Use of radio-active materials;
 - f. Field surveys/trials/proving/collection/testing (give locations);
 - g. Intellectual Property Rights (IPR) generation/exploitation/ use;
 - h. Visits if any, by the personnel of foreign collaborator/sponsor to India; if so, the places/institutions to be visited and likely duration;
 - i. Ethical issues in conducting of the project;
 - j. If answer to any of the points in (ix) is 'yes', the investigator / proposer to give undertaking to abide by relevant and extant SACON / national regulations and guidelines on the subject.

- x. Any conditionals on use of project results for strategic and/or national security uses;
- xi. Any other relevant information not covered above; and
- xii. Endorsement and specific recommendations of Director of the Institute that:
 - The project does not involve any national security and/or sensitivity angles either proximately or remotely now or in the foreseeable future.

Or

- The project involves issues of national security and/or sensitivity (specify) and due diligence has been exercised in the laboratory and measures (specify) put in place to adequately safeguard the security and sensitivity issues.

2. Scrutiny of proposals at SACON

Prior to submission of the proposal for clearance as above, the proposal shall be scrutinized at the Centre by the Director with respect to the following guidelines namely that:

- i The project is related to national / SACON research priorities and interests;
- ii There is need for foreign collaboration in the specific field/subject;
- iii The foreign collaboration is expected to add value or bring benefits to the SACON and the nation;
- iv The field/subject of the project does not have a bearing on sensitive matters - political, regional, religious, communal, social, tribal and/or on security, including industrial and technological and on the country's commercial interests, either proximately or remotely;
- v The project would not allow access by foreigners to sensitive information or data or material;
- vi The end-use of the results of the study do not impinge on areas of national security, or on the areas which are 'sensitive', particularly through custody and control over data and its dissemination/ publication to the detriment of national security or interest, now or in the foreseeable future;
- vii Appropriate measures to ensure necessary security have been/will be put in place in case of visits by foreigners to sensitive areas or institutions;
- viii For projects involving cruise of foreign vessels in Indian EEZ and/or flight-of foreign aircraft over Indian territory clearance of appropriate inter-ministerial group(s)/Ministries/Departments has been obtained and specifically mentioned thereto.

3. Scrutiny of proposals at MoEF

The project proposal in the prescribed format along with the information on scrutiny be referred to Secretary, MoEF, New Delhi for seeking clearance from security & sensitivity angles. The proposal shall be examined and processed at MoEF, New Delhi as follows:

- i Those not involving any security and sensitivity issues will be put up to Secretary, MoEF for approval on behalf of High Level Committee (HLC) of the Government and SACON will be informed accordingly within two weeks of receipt of full details;

- ii Those involving security and / or sensitivity aspects will be submitted by correspondence for concurrence from other relevant Ministries / Departments / State Governments.

VI. Environmental / Ecological Consultancies and Assessments

- 1 Consultancy and Environmental assessment shall include all contract research undertaken by SACON through specific contractual arrangement agreed upon for the purpose of:
 - i Providing consultancy on issues related to biodiversity, its management and conservation.
 - ii Facilitating the twin objectives of development and biodiversity conservation.
 - iii Conducting Environment Impact Assessments (EIA) or Environmental / Ecological Assessments (EA) of the probable or existing impacts of any kind of project on the ecosystem or species.
 - iv As a means of revenue generation for the Centre.
 - v The `Consulting Party` or client or funding agency includes any individual or organization including Government and non-government organizations, both profit and non-profit, who are interested in consulting or contracting research with SACON.
 - vi The "team of consultants" shall comprise of any faculty members who provide intellectual inputs to the project, and will be headed by a "project co-ordinator" or "principal investigator".
 - vii The `science and technology` (S&T) staff shall include project scientists, research associates, research fellows, laboratory and field technicians and assistants who assist the team of consultants in the field and laboratory.
 - viii The `supporting staff` shall include accountants, clerical assistants, office attendants, and drivers.
 - ix The Consultancy and Environmental Assessment (C & EA) services shall comprise scientific and technical studies, advice or assistance based on the expertise available with SACON in biological, ecological and environmental sciences. The services may involve field and experimental work resulting in generation of primary information or intellectual property. It may also involve new interpretation of secondary data collected or available with other agencies.
 - x SACON can submit competitive bids or otherwise solicit to undertake C & EA assignments of various agencies

- 2 Preparation of Budget

The charges of consultancy and EA services shall include expenses and institutional charges, and the project coordinator shall work out the project budget as the total of the following:

 - i Expected Actual Expenditure
 - a. The Scientists' cost based on the man-days deployed on the project.
 - b. Salary of `S & T` personnel who will staff the project on monthly basis
 - c. Salary of support staff of the project on monthly basis
 - d. Travel and other allowances
 - e. Vehicle hire and other transport costs
 - f. Equipment usage cost. Existing equipment: Pro-rata charges for usage based on an annual usage charge @ 30% of cost of equipment and installation. Where cost is not readily available, the costing will be decided by the project coordinator. New equipment shall either be provided by the client at his / her

cost as per the specifications given by SACON or purchased by SACON and charged to the client. The ownership of the equipment after the completion of the project period would be governed by terms and conditions as may be specified.

- g. Payments made outside SACON towards acquiring data, analysis, hiring of infrastructure facilities and consultancies
 - h. Cost of physical inputs such as telephones, postage, stationery and other consumables such as glassware, and chemicals
 - i. Any other cost specific to the project
 - j. Expenditure in preparation of reports and printing
 - k. Contingencies @ 10% of the total (2.i.a. to 2.i.j)
 - l. Overhead charges @ 10% of the total (2.i.a to 2.i.k)
- ii Intellectual fees: Intellectual fee reflects charges for SACON's investment over a period of time in building and sustaining the extant level of expertise, knowledge and facilities. SACON will charge intellectual fees from the client based on the number of faculty required to undertake the project. The intellectual fees to be computed as follows:

Category of faculty	Amount
Principal Scientist and above	Rs 6000/- per day
Senior Scientist	Rs 5000/- per day
Scientist	Rs 4000/- per day

- iii Project scientists / research associates / research fellows and project support staff may be specially appointed for C & EA projects as per the provisions for SACON project staff.
- iv Costs of miscellaneous services not covered by the above to be calculated according to market rates as determined by the project coordinator / principal investigator.
- v Institutional fee of SACON @ 25% of the sum of items 2.i, 2.ii, 2.iii & 2.iv above.
- vi Since C & EA are often the subject matter of competitive bids or negotiation, the project coordinator with the concurrence of the Director, **may reduce intellectual fees keeping in view the potential competition** and the nature of the client.
- vii The charges of consultancy project shall include an additional component for payment of service tax and surcharges as applicable.
- viii Considering that SACON is an organization committed to the causes of conservation of biodiversity and sustainable development, the Director may waive intellectual fees and / or institutional charges. The Director may approve the undertaking of an EIA study on SACONs own funds, if it is considered to be in the interests of the nation or conservation.
- ix Terms of Payment
 - a. 75% of the estimate as advance
 - b. 25% on submission of the final report
- x **The terms of payment may be modified based on the terms agreed between client and SACON** and can be finalized on case to case basis.

3 Team of consultants

- i The project coordinator will prepare a list of the team of consultants, who will participate in the project, and obtain the approval of the competent authority.

- ii The list will clearly define the expertise of each consultant in the team, their specific contribution to the project, and the time that will be spent by each consultant in the project in the stages of planning, field work, laboratory work, data analysis and report preparation.
 - iii While approving the team of consultants, cognizance shall be taken of his / her work load, qualifications and experience vis-à-vis the specific requirements of the project.
 - iv Any change in the approved group of staff for the project shall be made by the Project Coordinator after approval from the Director.
- 4 **The project coordinator may hire S&T and supporting staff from outside** in case there is none available, for the specific work, with SACON.
 - 5 The project coordinator is wholly responsible in ensuring that the effective execution of the project, and that the report is submitted on time.
 - 6 The report of consultancy and EIA services will be prepared by the project coordinator and "team of consultants". The report will be finalized and submitted to the client under the name of the project coordinator and other members of the "team of consultants" as authors.
 - 7 Reports from outside agencies or consultants who are assigned work by SACON will be reviewed, before incorporating the same in the SACON's report. SACON reserves the right to accept after revising, cross examining the information given in the report and recommendations or reject it without assigning any reason thereof.
 - 8 The consultancy service will be deemed completed only when the obligations envisaged in the assignment have been fulfilled and all money due from the client has been received.
 - 9 **SACON can subcontract, assign jobs (or outsource services from outside agencies** or persons, with proven competency in the required field, in case it is expedient to do so.
 - 10 All SACON C & EA services project reports will be freely available for public scrutiny, and copies of the same will be made available on request. A copy of the report shall be maintained in the library and shall be available for reference.
 - 11 Confidentiality clauses will usually not be incorporated in to the C & EA services project TOR, unless it is specifically required by the Central or State Government or a Court of Law, or when there are overwhelming reasons to do so.
 - 12 A copy of the project report for all consultancy jobs undertaken shall be submitted to the Director of the SACON, except those, which are purely advisory in nature and where no project report is required to be submitted to the client. In such cases, a brief note on the consultancy rendered should be submitted to the Director of SACON for records.
 - 13 For consultancy services of a minor nature, formal agreement on a stamp paper may be dispensed with and the terms and conditions of consultancy settled through exchange of letters. In case the Director feels that an agreement would be technically and legally useful, the party may be asked to enter into a legally enforceable agreement. The terms and conditions may include a disclaimer on responsibility of the SACON for the advice / recommendations given in the consultancy.
 - 14 In the case of consultancy services rendered to Government Departments/ Agencies, Public Sector Undertakings, the terms and conditions may be settled through exchange of letters. In such cases, formal agreement on non-judicial paper may not be necessary.
 - 15 SACON is often called upon to carry out investigational jobs by Government agencies, Courts of law and Statutory Authorities etc. These jobs may need to be undertaken on

- an urgent basis and in such cases the SACON shall not, subject to acceptance of payment and other terms by the client in writing, insist on an advance instalment of payment.
- 16 As far as possible, the ‘Team of Consultants’ selected for consultancy work should have the confidence of the sponsor. In case the sponsor indicates preference for a particular person(s), the request shall normally be agreed to.
- 17 Authorized signatories to contracts
The authorized signatory for all contracts/ agreements shall be the Director or an official authorized by the Director. For multi-agency projects, the signatories shall be the designated officers of the agencies involved.
- 18 Indemnity / Liability
- i Contractual obligations of a C & EA services or projects shall be that of SACON. Contracts with clients, will thus be executed, on behalf of SACON by the Director or any person authorized by the Director and not by an individual consultant or team of consultants
 - ii The liability, if any, for SACON arising out of or in connection with C & EA Services shall be subject to a ceiling of the amount received by SACON from the consulting party / client / sponsor / funding agency.
- 19 An individual consultancy, where a sponsor desires to entrust the consultancy to a particular scientist of SACON, provided that:
- i The scientist submits complete details, including a copy of the contract / TOR / MOU of the consultancy, and obtains prior permission from the Director.
 - ii That the Director is satisfied that the Scientist can undertake the consultancy without prejudice to his regular work in SACON.
 - iii Not more than 45 working days in a financial year may be spent on consultancies. A record will be maintained by SACON of the actual number of days spent by the scientist on consultancy and this period will be treated as duty.
 - iv The scientist shall not use any of the staff members or the facilities in SACON for the consultancy and shall make other arrangements in these regard.
 - v The consultancy fee shall be settled directly between the scientist concerned and the sponsor. The fee shall not be less than the pay and allowances of the scientist(s) for the number of days required to be spent on the job since this will be the minimum amount that will have to be retained by SACON as its share.
 - vi The Scientist shall pass on 50% of the profit of the consultancy (Profit = Value of consultancy – costs, if any, of execution of the consultancy) to SACON within 30 days of receiving the payment and submission of the final report, a copy of which must be submitted to SACON. The total share of SACON, on no account, shall be less than the pay and allowances of the scientist(s) for the number of days spent on the consultancy.
 - vii That the report submitted by the scientist is in their individual capacity, and that a disclaimer to that effect is prominently printed in the report. That SACON’s name, logo or address is not reflected in any way in the work or in any report that emanates from it.
 - viii That SACON is in no way liable legally or otherwise in any matters arising out of the consultancy.
- 20 A report will be placed before the Governing Council at the close of the financial year on:

- i Consultancy work taken up in SACON
 - ii Transfer of technical know-how permitted.
- 21 In cases where consultancy is proposed to be taken up by the Director, the approving authority will be the Chairperson, Governing Council.

VII. Recruitment, Assessment and Promotion

1. Recruitment

- i. The grades/ scales of pay of scientists and support staff covered under these rules shall be such as may be determined by SACON from time to time. The grades/scales applicable on date are as under.
- ii. Categories of Scientific and Administrative posts, qualifications, disciplines, experience, age limit, and mode of recruitment shall be as follows:

Grade	Designation and scale of pay*	Upper age limit, qualification and Experience**	Mode of Recruitment	Selecting Authority	Appointing Authority
I	Director Rs 54,700.00 (PB-4: Rs 37400-67000+10000)	50 years; PhD in Vertebrate Ecology / Ornithology with 20 years experience	Direct	GC	Chairperson
I	Scientist Rs 25,200 (PB-3: Rs 15,600 - 39100 + 6600)	35 years; PhD from a recognised University in the concerned subject; 5 years research experience; Track record of relevant publications	Direct	GC	Chairperson
I	Senior Scientist Rs 29,920.00 (PB-3: Rs 15,600 - 39100 + 7600)	40 years; PhD from a recognised University in the concerned subject; 10 years research experience; Track record of relevant publications	Promotion / Direct	GC	Chairperson
I	Principal Scientist Rs 46,100.00 (PB-4: Rs 37400-67000+8700)	45 years; PhD from a recognised University in the concerned subject; 15 years research experience; Track record of relevant publications	Promotion / Direct	GC	Chairperson
I	Senior Principal Scientist Rs 48,590.00 (PB-4: 37400-67000+8900)	50 years; PhD from a recognised University in the concerned subject; Track record of relevant publications	Promotion	GC	Chairperson

Grade	Designation and scale of pay*	Upper age limit, qualification and Experience**	Mode of Recruitment	Selecting Authority	Appointing Authority
I	Director Level Scientist Rs 54,700.00 (PB-4: Rs 37400-67000+10000)	PhD from a recognised University in the concerned subject; Track record of relevant publications	Promotion	GC	Chairperson
I	Adjunct Scientist A consolidated pay equivalent to the gross emoluments of Senior Scientist, Principal Scientist or Senior Principal Scientist according to experience and / or last drawn pay	60 years; PhD from a recognised University with a track record of relevant publications.	Direct	Director	Director
I	Visiting Scientist A consolidated pay equivalent to the gross emoluments of Scientist, Senior Scientist or Principal Scientist according to experience and / or last drawn pay	60 years; PhD from a recognised University with a track record of relevant publications.	Direct	Director	Director
I	Extension officer Rs 25,200.00 (PB-3: Rs 15,600 - 39100 + 6600)	35 years ; PhD in Biological sciences with five years experience in Extension work	Direct	GC	Chairperson
I	Nature Education Officer Rs 25,200 (PB-3: Rs 15,600 - 39100 + 6600)	35 years ; PhD in Biological sciences with five years experience in Extension work	Direct	GC	Chairperson
Scientific Support Staff					
II	Scientific Officer (GIS Cell) Rs 20,280.00 (PB-2: Rs 9300-34800+5400)	35 years ; M.Sc Five years experience in statistical / GIS analysis of biological, agricultural or ecological data	Direct	Director	Director
II	Librarian Rs 20,280.00 (PB-2: Rs 9300-34800+5400)	35 years; PG in library sciences; three years experience in a similar post	Direct	Director	Director
II	Scientific Officer (Laboratory)	35 years; MSc in Chemistry /	Direct	Director	Director

Grade	Designation and scale of pay*	Upper age limit, qualification and Experience**	Mode of Recruitment	Selecting Authority	Appointing Authority
	Rs 20,280.00 (PB-2: Rs 9300-34800+5400)	analytical / environmental chemistry; Desirable PhD in analysis of environmental and biological sciences; Three years experience in handling analytical instruments			
III	Library Assistant Rs 14,430.00 (PB-2: Rs 9300-34800+4200)	30 years; Graduate in Library Science; One year experience in similar post	Direct	Director	Director
III	Computer Technician (PB-2: Rs 9300-34800+4200)	30 years; Graduate in computer sciences or PGDCA; Two years experience in similar post	Direct	Director	Director
III	Nature Education Assistant Rs 11,170.00 (PB-1: Rs 5200-20200+2800)	28 years; Graduate in biological sciences; Two years experience in similar post	Direct	Director	Director
IV	Laboratory Assistant Rs 7,780.00 (PB-1: Rs 5200-20200+1900)	28 years; Graduate in Chemistry; One year experience in similar post.	Direct	Director	Director
IV	Library Attendant Rs 7,000.00 (PB-1: Rs 5200-20200+1800)	28 years; SSC/10 th standard with 50% marks. Two years experience in a library.	Direct	Director	Director
IV	Laboratory Attendant Rs 7,000.00 (PB-1: Rs 5200-20200+1800)	28 years; SSC / 10 th standard	Direct	Director	Director
Administrative and Finance					
II	Administrative Officer Rs 20,280.00 (PB-2: Rs 9300-34800+5400)	35 years; Graduate; Three years administrative experience in a Department / Undertaking of Central / State Govt. or reputable Private Undertaking / Voluntary organization	Direct	Director	Director

Grade	Designation and scale of pay*	Upper age limit, qualification and Experience**	Mode of Recruitment	Selecting Authority	Appointing Authority
II	Finance Officer Rs 20,280.00 (PB-2: Rs 9300-34800+5400)	35 years; Graduate in Commerce / Accountancy. Five years experience in a Department / Undertaking of Central / State Govt. or reputable Private Undertaking / Voluntary organisation	Direct	Director	Director
II	PA to Director Rs 16,290.00 (PB-2: Rs 9300-34800+4200)	35 years; Graduate; Certificate from Department of Technical Education in Senior Grade Shorthand and Typing. Two years experience in a Department / Undertaking of Central / State Govt. or reputable Private Undertaking / Voluntary organisation	Direct	Director	Director
III	Accountant Rs 14,430.00 (PB-2: Rs 9300-34800+4200)	28 years; Graduate in Commerce / Accountancy; Two years experience in a Department / undertaking of Central / State Govt. or reputable Private Undertaking/Voluntary organisation	Direct	Director	Director
III	Accounts Assistant Rs 11,170.00 PB-1: Rs 5200-20200+2800	28 years; Graduate in Commerce / Accountancy; One year experience in a Department / undertaking of Central / State Govt. or reputable Private Undertaking / Voluntary organisation	Direct	Director	Director

Grade	Designation and scale of pay*	Upper age limit, qualification and Experience**	Mode of Recruitment	Selecting Authority	Appointing Authority
III	Administrative Assistant Rs 11,170.00 (PB-1: Rs 5200-20200+2800)	28 years; Graduate; Certificate from Department of Technical Education in Intermediate Shorthand and Typing. Two years experience in a Department / Undertaking of Central / State Govt. or reputable Private Undertaking / Voluntary organisation	Direct	Director	Director
III	Office Assistant Rs 11,170.00 (PB-1: Rs 5200-20200+2800)	28 years; Graduate; Certificate in Intermediate Shorthand and Typing. One year experience in a Department / Undertaking of Central / State Govt. or reputable Private Undertaking / Voluntary organisation	Direct	Director	Director
III	Stenographer Rs 11,170.00 (PB-1: Rs 5200-20200+2800)	28 years; Graduate; Certificate from Department of Technical Education in Intermediate Shorthand and Typing. One year experience in a Department / Undertaking of Central / State Govt. or reputable Private Undertaking / Voluntary organisation	Direct	Director	Director
III	Lower Division Clerk (Reception) Rs 9,840.00 (PB-1: Rs 5200-20200+2800)	28 years; Graduate; One year experience in a Department / Undertaking of Central / State Govt. or reputable Private Undertaking / Voluntary	Direct	Director	Director

Grade	Designation and scale of pay*	Upper age limit, qualification and Experience**	Mode of Recruitment	Selecting Authority	Appointing Authority
		organisation			
IV	Driver Rs 7,780.00 (PB-1: Rs 5200-20200+1900)	28 years; VIII standard; Driving Licence; Two years experience in driving; Proficiency in routine maintenance of motor vehicle	Employment Exchange	Director	Director
IV	Attendant Rs 7,000.00 (PB-1: Rs 5200-20200+1800)	28 years; VIII standard	Employment Exchange	Director	Director

Notes: *Salary scale will be effective as and when SACON receives approval for implementation of the 6th Central Pay Commission. ** Qualification, experience, and age may be relaxed with the permission of the GC

- iii. Recruitment of Scientific Staff shall normally be made at the level of Scientist (Rs.10,000-325-15,200) and Senior Scientists (Rs. 12,000-375-16,500). Whenever need exists or arises, recruitment at other levels can be made on a specific request from the Director and with the prior approval of the Chairperson, Governing Council.
- iv. Scientific posts may also be filled by officers on deputation from other Scientific Institutions and the Indian Forest Service (IFS). They will be taken on deputation at a scale one step higher than their scale in the parent organisation. The selection of a person on deputation will be by invitation / advertisement and the procedure will be as 'Where the Selecting Authority is the Governing Council, SACON' given below. However, at no time may the number of scientists on deputation exceed 10% of the sanctioned scientific posts of the Centre. Other terms and conditions prescribed by the MoEF, Government of India, in respect of deputation of officers to autonomous organization would be applicable.
- v. Recruitment of all other categories of staff (Supporting Staff – Scientific and Administrative Staff) shall be made as per vacancies.
- vi. Retirement age for all categories of SACON employees will be as per Government of India rules.

2. Selection procedure for Director

- i. In the event of a vacancy in the post of Director or a vacancy likely to arise, the Governing Council shall form a Search cum Selection Committee in accordance with the guidelines issued by the Department of Personnel and Training. The constitution of the Search cum Selection Committee shall be as follows:
 - a. Chairman (GC, SACON) or nominee not below the rank of Additional Secretary as Chairman,
 - b. Secretary, Department of Science and Technology, Government of India
 - c. Three expert members in the field of wildlife management, ecology or conservation biology to be nominated by the Chairman (GC, SACON).
- ii. The Search cum Selection Committee shall decide on the procedure to be followed for calling of applications, their scrutiny and selection.

3. Where the Selecting Authority is the Governing Council, SACON

- i SACON shall establish a Recruitment, Assessment and Promotion Committee (RAPC), which shall be appointed by the Chairperson, Governing Council. The RAPC will be the single Committee of SACON for the recruitment, assessment and promotion of all Scientific Staff of the Centre, where the Selecting Authority is the Governing Council. The Terms and Conditions of the appointment of the RAPC shall be such as may be prescribed by the Chairperson, Governing Council.
- ii The validity of the RAPC shall be three years. However, the members may be changed during the currency of the panel with the approval of Chairperson, Governing Council.
- iii Except for the provisions specified under these rules, the RAPC shall be free to devise its own procedures in respect of recruitment and assessment to be made by it.
- iv The constitution of the RAPC for making direct recruitment to the posts covered under the Rules shall be as under.
 - a. Chairperson: An eminent ornithologist / wildlife biologist / scientist / conservationist with adequate experience of field research and conservation, nominated by the Chairperson, Governing Council.
 - b. Members (6): Three members of the Governing Council nominated by the Chairperson, Governing Council. Three subject matter specialists from outside nominated by the Chairperson of the RAPC from a panel approved by the Governing Council once in three years.
 - c. Member Secretary: Director, SACON
- v The quorum for the meeting of the RAPC shall be four members including the Chairperson and one subject matter specialist. The Chairperson, RAPC may nominate any member of the Committee to act as Chairperson of the RAPC in his/her place, if required.
- vi In respect of posts carrying a minimum basic salary of Rs. 8,000/- a detailed advertisement prescribing the qualifications shall be published in Employment News and an insertion shall be given in the all India English editions of any two National Newspapers, in the classified advertisement column. The advertisement should also specify that relaxation in age, qualification or experience will be considered in cases of exceptional merit. Applications should be accompanied by self attested copies of documents in support of the qualifications claimed.
- vii For receipt of applications a minimum of 21 days should be given from the date of publication. The applications, in response to the advertisement, shall be received at SACON's headquarters in Anaikatty, Coimbatore.
- viii For recruitment of Scientists, the Director, SACON shall constitute the Screening Committee. The Committee shall screen the applications received and organize a seminar if considered necessary for short listing the candidates to be called for the **interview**. The set of applications and recommendations of the Screening Committee shall be sent to the RAPC. Approval of relaxation, if any, from Chairperson, Governing Council shall be obtained by the Director, SACON and sent to the RAPC.
- ix The Committee for Screening the applications shall comprise of the following:
 - a. Director, SACON or his nominee in the grade pay Rs.10,000 or above
 - b. One external expert in the grade pay of Rs. 8,900 and above
 - c. One Officer of SACON in the grade pay of Rs. 8,900 and above

- x Where a candidate does not possess the prescribed qualification, (including age and experience) as advertised, the application may be eliminated by the Screening Committee, subject to information on the same being placed before the Chairperson, RAPC for approval. If the Screening Committee considers that a candidate who does not possess any of the prescribed qualifications (including age and experience) is otherwise of exceptional merit, he/she may be included in the list to be called for interview after recording the reasons, and subject to the approval of Chairperson, RAPC.
- xi The date and time for holding the interviews and meetings of the RAPC shall be fixed by the Director, SACON in consultation with the Chairperson of the RAPC. The letter of invitation / intimation to the short listed candidates for the interview / test shall be issued by SACON accordingly.
- xii The RAPC will assess the comparative merits of each candidate in terms of his/her qualifications, experience, and performance in the interview and prepare a panel in the order of merit.
- xiii In case of difference of opinion in the Committee, decision shall be taken on the basis of majority vote. In case of equality of votes the Chairperson shall have a casting vote.
- xiv Final selection of candidate
 - a. The panel prepared as given above will be placed before the Governing Council for a decision, along with the list of candidates interviewed in the order of merit.
 - b. The Governing Council may differ from the recommendations of the Selection Committee for reasons to be recorded.
- xv The panel thus finalised shall be valid for one year from the date of approval by the competent authority and operated for issuing the offer of appointment to the selected candidates only to the extent of the number of the vacancies advertised. If any of the candidate(s) who have been issued the offer of appointment does not accept the offer or does not join by the stipulated date, the next candidate on the panel may be offered the post.

4. Where the Selecting Authority is the Director, SACON

- i The posts will be advertised in the Employment News and in all editions of one National Newspaper (and / or) two Tamil Newspapers at Coimbatore. The advertisement should also specify that relaxation in age, qualification or experience will be considered in cases of exceptional merit. Applications should be accompanied by self attested copies of documents in support of the qualifications claimed.
- ii Selection of candidates will be made on the basis of their merit and suitability as assessed and recommended by a Selection Committee
- iii **For receipt of applications a minimum of 21 days should be given from the date of publication of the advertisement** to the last date of receipt of applications. The applications, in response to the advertisement, shall be received at SACON's headquarters in Anaikatty, Coimbatore.
- iv The Screening Committee shall consist of the following:
 - a. Administrative Officer
 - b. Two scientists of SACON of the grade pay of Rs 7,600 or above
- v Where a candidate does not possess the prescribed qualification, (including age and experience) as advertised, the application may be eliminated by the Screening Committee, subject to information on the same being placed before the

Chairperson, Selection Committee for approval. If the Screening Committee considers that a candidate who does not possess any of the prescribed qualifications (including age and experience) is otherwise of exceptional merit, he/she may be included in the list to be called for interview after recording the reasons.

- vi The Selection Committee shall consist of the following:
 - a. Director of SACON (Chairperson)
 - b. Administrative Officer
 - c. A scientist of SACON in the grade pay of Rs 8,900 or above
 - d. A member from outside SACON to be nominated by the Director
- vii All members of the Committee shall be present at the time of selection. In case of difference of opinion in the Committee, the matter will be referred to the Governing Council for a decision.
- viii The Selection Committee will assess the comparative merits of each candidate in terms of his/her qualifications, experience, and performance in the interview and prepare a panel in the order of merit.
- ix The Appointing Authority shall issue the appointment offers to the candidate(s) from the selected list, according to the priority given in the list. If the candidate approved does not join, the Appointing Authority is empowered to issue appointment orders to the person next below in the panel approved by the Selecting Authority.
- x The panel will hold good for appointments to be made during a period of one year from the date of its approval.

5. Probation & Confirmation

- i Persons appointed to the posts of Scientist and above shall be on probation for a period of one year, provided that the appointing authority may extend or curtail the period of probation in accordance with the instructions issued by the Government of India from time to time.
- ii For all other posts the probation period will be two years, provided that the appointing authority may extend or curtail the period of probation in accordance with the instructions issued by the Government of India from time to time.
- iii A report shall be obtained by the Director from the Reporting Officer on the work and conduct of the employee at the end of every year during the period of probation. Where there is an intermediate supervisory level between the Director and the Reporting Officer, the report will be routed through the said supervisory officer who shall countersign the same adding remarks, if any. Where the employee is working directly under the Director, the report shall be prepared by the Director.
- iv Where it is found that a probationer is not making satisfactory progress or shows himself / herself to be inadequate for the post in any way or if there are lapses in his/her conduct, the shortcomings shall be brought to his/her notice to enable him/her to make special efforts at self-improvement.
- v Where the appointing authority is the Governing Council, The Director shall constitute a Committee of two SACON Scientists and one outside expert in the grade pay of Rs 8700 or above to evaluate the performance of the probationer, at the earliest after the conclusion of the prescribed period of probation.
- vi Where the appointing authority is the Director, the Director shall constitute a Committee of three SACON Scientists of the grade pay of Rs 7,600 or above to

evaluate the performance of the probationer, at the earliest after the conclusion of the prescribed period of probation.

- vii On the basis of the above assessment report and other relevant facts relating to the work and conduct of the employee, the Director shall decide:
 - a. To declare satisfactory completion of probation and confirmation of employee; or
 - b. To extend the period of probation by a period not exceeding one year, provided that there shall be no such extension for a second time; or
 - c. To terminate the probation and discharge the employee from service.
- viii In the case of a decision to extend or terminate the probation, no show cause notice shall be necessary.
- ix In case no orders of satisfactory completion, extension or termination of probation are issued to the probationer within six months of the completion of the probation period, such probationer will have deemed to have completed the probation period.
- x The Director
In the case of the Director, The Governing Council shall assess his work and conduct at the end of the prescribed period of probation. While doing so it may take into account observations, if any, made by it in the course of its proceedings during the relevant period. Rules 5.vii, 5.viii and 5.ix will apply mutatis mutandis in the case of Director also for the declaration of his probation.
- xi On completion of period of probation or extension thereof, the employee shall if considered fit, may be confirmed against the post, if not already confirmed in the entry grade.

6. Pay

- i The pay of a candidate selected for the post shall normally be fixed at the minimum of the pay scale attached to the post. However, advance increments if any, could be recommended by the RAPC keeping in view the overall merit of the candidate. While doing so, details of the achievements/exceptionally outstanding performance/work of the candidate should be specifically mentioned in the proceedings of the RAPC to establish the rationale and reasoning for the increments recommended. The Governing Council while approving the panel may pass such orders as it deems fit on such recommendations.
- ii Up to five advance increments as recommended by the RACP may be granted by the Chairperson, Governing Council.
- iii All staff in the service of SACON shall be liable to serve anywhere in India or outside. Director, SACON shall be empowered to transfer any staff member to any place of work in public interest.

7. Addition to Qualifying Service

- i Scientists directly appointed to the posts of Scientist and above shall be entitled to the benefit of added years of service for the purpose of superannuation pension admissible under Rule-30 of the Central Civil Services (Pension) Rules, 1972 as amended from time to time.

8. Assessments and Promotions

- i Promotion of all Scientists governed by these Rules from one grade to the next higher grade shall be made on the basis of Flexible Complementing Scheme. On promotion of a Scientist from one Grade to the next higher Grade, the post held by him shall stand upgraded automatically as personal to the Scientist concerned. On vacation of the post by the Scientist, it shall be filled at the level of Scientist.

- ii Assessment and Promotions will be done through a process of preliminary screening by a Screening Committee, which takes into account the Annual Performance Appraisal Reports (APAR) recorded for the years covered under the residency period, and interview by the RAPC.
- iii The Screening Committee shall be constituted with the approval of the Chairperson, Governing Council and comprise of the following:
 - a. Two external officers from Scientific Institutions in the grade pay of Rs. 8,900 or above
 - b. Director, SACON or his nominee in the Grade Pay of Rs 8,900 or above.
- iv The Screening Committee should meet on the 1st of January and the 1st of July every year irrespective of whether there are eligible scientists or not. If there are no eligible persons, the Committee must state that there are no eligible persons.
- v Scientists completing service plus or minus three months of the minimum residency period as given in 9.i must be evaluated as on 1st January and 1st July.

9. Residency Period

- i The minimum residency period to be completed in a grade for consideration for assessment shall be as under:

Grade Pay	Designation	Minimum residency period linked to performance
Rs. 6,600	Scientist	4 years
Rs. 7,600	Senior Scientist	4 years
Rs. 8,700	Principal Scientist	5 years
Rs. 8,900	Senior Principal Scientist	5 years

- ii The period spent on deputation/Foreign Service to a non-scientific post and extra ordinary leave availed on personal grounds, shall not count towards the minimum residency period. The period spent on deputation/Foreign Service to a scientific post shall count towards the minimum residency period
- iii In case of permanent absorption of a scientist on deputation in the same grade in SACON Scientific service from other Scientific Departments / Institutions, where Flexible Complementing Scheme is applicable, the entire service of that Scientist in the same grade including in the parent department shall be counted towards residency period. If an officer comes on deputation on a higher grade into the service and is later permanently absorbed in the same grade in the service, the period spent on deputation shall be counted for residency period for consideration for promotion to the next higher grade.
- iv All Scientists will be first screened for eligibility on the basis of marks obtained as per criteria in the Annual Performance Appraisal Reports (APARs) placed at Annexure-1. Only those Scientists, who satisfy the minimum residency period linked to their performance threshold as indicated in the Table below, shall be considered for further assessment.

(i) Number of years in the grade	4	5	6	7	≥ 8
(ii) Minimum averaged percentage of APAR scores for eligibility					
Scientist to Senior Scientist	85%	80%	75%	70%	60%
Senior Scientist to Principal Scientist	85%	80%	75%	70%	60%
Principal Scientist to Senior Principal Scientist	-	85%	80%	75%	70%
Senior Principal Scientist to Director Level Scientist	-	85%	80%	75%	70%

- v Notwithstanding anything contained in these rules, a relaxation of one year in the minimum residency period can be granted to a Scientist, Senior Scientist, or a Principal Scientist provided that he/she consistently secures 90% and above marks in the Annual Performance Appraisal Reports in three successive years in the grade. This provision shall be applicable maximum twice in the career of a Scientist.
- vi The Screening Committee as constituted under Rule 8.3 above shall review the Annual Performance Appraisal Reports (APARs) and other relevant records such as ACR, of all Scientists completing the prescribed residency period for recommending the candidates for interview by the RAPC.
- vii The Assessment Promotion shall be made by RAPC as constituted under Para 2.4 above. The quorum of the meeting of the RAPC shall be the Chairperson plus three members, with at least one Subject Matter Specialist.
- viii The RAPC shall appraise the Scientists on the basis of objective criteria laid down in the APAR. There will be 10 marks for the personal interview of the candidate with the RAPC, which will be added to the APAR score.
- ix All Scientists will submit a 'Self Assessment' report for the total residency period to RAPC providing details of their activities and accomplishments. The 'Self Assessment' report will be reviewed as per same criteria and weightage provided in the APAR and the marks thus obtained would form the basis of their assessment promotion as per the threshold prescribed in para 9.4 above.
- x The RACP shall submit its recommendations as 'Fit for Promotion' or 'Not yet fit for Promotion' as per the norms laid down in the modified Flexible Complementing Scheme.
- xi The effective date of promotion for those found eligible for promotion shall be the due date of review of 1st January or 1st July of that year, as the case may be.
- xii In case of a scientist assessed and found fit for promotion but is unable to assume charge of the higher grade on effective date for being away on study leave (combined with any other leave), sanctioned by the competent authority, for pursuing higher studies or receiving specialized training in professional and technical subjects having a direct or close connection with the SACON Programs, on resumption he/she may reckon notional seniority in the higher grade from the date of his/her selection to that grade for the purposes of counting of residency period for considering for promotion to the next higher grade.
- xiii Procedure for Assessment of Scientists who are under Suspension/against whom Disciplinary Proceedings are pending shall be regulated as per procedures notified by the Government of India.

10. Performance Appraisal Reports

- i Performance shall be appraised in the form of Annual Performance Appraisal Reports (APAR) as per format (Annexure-A).
- ii Scientists will submit the duly filled APAR form each year. Scientist will be considered by the RAPC for promotion based on the cumulative points acquired over the assessment period.
- iii Those scientists, who leave the service of SACON on their own volition including voluntary retirement, shall not be entitled for any assessment over and above the assessment(s) if any, already availed even if it may relate to the period when they were in SACON service. However, those scientists who superannuate or pass away while in service shall be considered for assessment based on their APARs from the due date of eligibility.

11. Career Progression of Scientific Support Staff, Technical, Administrative and Finance Staff

- i Three financial up gradations to the next scale of pay may be granted to all Grade II and lower staff at the 10th, 20th and 30th year of service, based on their Annual Confidential Reports (Annexure B).
 - ii All Scientific Support Staff, Technical, Administrative and Finance Staff will submit their Annual Confidential Reports (Annexure B) to their reporting Officer, who after affixing his / her remarks will submit it to the Director.
 - iii A Committee nominated by the Director and comprising of three SACON Scientists at the level of Senior Scientist or above will examine the Annual Confidential Reports for the Assessment Period, and based on the assessee's work and conduct, may recommend that the employee is 'fit' or 'not fit' for financial up gradation.
 - iv Based on the recommendations of the Committee and other relevant facts relating to the work and conduct of the employee, the Director shall decide:
 - a. To declare satisfactory progress and financial up gradation to the next scale of the employee; or
 - b. To extend the period of assessment by a period not exceeding two years.
- 12.** Assessment to a higher grade does not necessarily imply higher perks, such as office space, telephone, stenographic assistance, furniture, etc. which will continue to depend upon functional needs subject to relevant instructions issued from time to time.
- 13.** Assessment is distinct from promotion under the DPC system and does not necessarily result in change of work pattern or higher supervisory status or power, though it does lead to an expectation of higher level of scientific and/or technical performance.

14. Relaxation for SC/ST Candidates

Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions, required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

Annexure A
Annual Performance Appraisal Report (APAR) for
Scientists

Part 1: Basic Information

1. Identification information (please write clearly)	
Name of the Scientist	
Date of Birth	
Division	

2. About the evaluation period (and other obligatory information)	
Is it a part year evaluation or full year evaluation?	
Reporting period start date	
Reporting Officer	
Reviewing Officer	

3. Categories information (for the period under evaluation)	
Designation, scale and basic pay	
Date of appointment to current designation	

4. Education	
Highest educational qualification	
State work experience gained outside SACON, if any	
State awards and special achievements, if any	

5. Leave record	
Please list leave record for the year being evaluated (include all leave other than casual leave)	

Verified by Reporting Officer	
Date	

Part 2: Professional Index

Part 2A: Research Component

Table 1: Summary Statement of Research Activities

S No	Project Title	Names of Principal Investigator(s) and Co Investigators	Date of commencement and date of completion	Objectives

Table 2: Points for Research Component:

- (a) 50 Points for Scientists
- (b) 25 Points for Nature Education Officer

S No	Category of Output	Points (a)	# of publications (b)
1	Peer reviewed paper (International printed and `e` journals)	20	
2	Short / miscellaneous communication (International Journal)	10	
3	Peer reviewed paper (National printed and `e` journals)	15	
4	Short / miscellaneous communication (National Journal)	5	
5	Published Report / Technical report	10	
6	EIA Reports	10	
7	Unpublished Research Report	5	
8	Technical Manual	15	
9	Newsletters / Magazines / Popular Articles	10	
10	Monographs	40	
11	Book	40	
12	Book Chapter	15	
13	Ph.D. Thesis	15	
14	M.Phil. Dissertation		
15	M.Sc., Dissertation	5	
16	Paper / Poster published in International Seminar proceedings	10	
17	Paper / Poster published in National Seminar proceedings	05	

N.B: Please provide details regarding publications in a separate sheet (Appendix – 1).

Part 2B: Financial Component

Table 3: Points for revenue generation to SACON: Maximum 25 marks

S. No.	Category of revenue generated	Value in Rs
1	Institutional charges / salary of faculty generated from projects / consultancies	
2	Value of salaries / stipend / fellowship of researchers less value of stipend / fellowships of research personnel paid from SACON funds	
3	Revenue to SACON generated from consultancies	
4	Fixed assets generated	

- NB:
- A. Revenue Generation to be apportioned as:
 - e. 100% where there is a single investigator
 - f. 50% each or equally between the Principal Investigator and Co-Principal Investigator(s)
 - g. 60% to the Principal Investigator and 40% to the Co-investigator where there are two investigators
 - h. 40% to the Principal Investigator and 60% to be apportioned equally between remainder investigators where there are more than two investigators
 - B. Please attach details of gross salary of the scientist.
 - C. Please attach financial contribution statement indicating details of source and nature of revenue generated

Part 2C: Education, Advisory and Institutional Component

Table 4: Points for Education, Advisory and Institutional Component

(a) 25 Points for Scientists

(b) 50 Points for Nature Education Officer

S. No.	Category	Marks (a)	No of outputs (b)
1	Workshops / seminars / meetings organized / conducted / convened	5	
2	Training programmes organized	3	
3	Long duration Nature camps >5 days	5	
4	Short duration Nature Camps ≤ 5 days	2	
5	Development of education / training materials	3	
6	Conducting / coordinating education & extension events	3	
7	Technical and Advisory Services to MoEF / State Forest Department / other governmental agencies	3	
8	Technical and Advisory Services to communities and non governmental agencies	3	
9	Wildlife Extension, Outreach Activities, conservation action	3	
10	Membership and contribution to professional bodies	1	
11	Lectures / presentations (national)	0.5	
12	Lectures / presentations (international)	1	
13	Planning and implementation of SACON activities including contribution to SACON Committees	Full time*	
		Part time*	

* Full time charge in officiating an administrative post for more than three months. Part time charge as in membership of an internal Committee.

N.B.: Please provide details of outputs (Serial No. 1 - 15) in a separate sheet (Appendix 3)

Signature of the Scientist

Date

Part 3: Evaluation by Reporting Officer

Part 3A: Research Component

Table 1: Points for Research Component

- (a) 50 Points for Scientists: (30 points for journal publications and 20 points for other publications)
- (b) 25 Points for Nature Education Officer: (15 points for journal publications and 10 points for other publications)
- (c) Copies of publications to be enclosed

S No	Category of Output	Points (a)	# of publications (b)	Points obtained (a x b)
1	Peer reviewed paper (International printed and `e` journals)	20		
2	Short / miscellaneous communication (International Journal)	10		
3	Peer reviewed paper (National printed and `e` journals)	15		
4	Short / miscellaneous communication (National Journal)	5		
5	Published Report / Technical report	10		
6	EIA Reports	10		
7	Unpublished Research Report	5		
8	Technical Manual	15		
9	Newsletters / Magazines / Popular Articles	10		
10	Monographs	40		
11	Book	40		
12	Book Chapter	15		
13	Ph.D. Thesis	15		
14	M.Sc., Dissertation	5		
15	Paper / Poster published in International Seminar proceedings	10		
16	Paper / Poster published in National Seminar proceedings	05		

Part 3: Evaluation by Reporting Officer

Part 3 B: Financial Component

S. No.	Category of revenue generated	Value in Rs
a	Institutional charges / salary of faculty generated from projects / consultancies	
b	Value of salaries / stipend / fellowship of researchers less value of stipend / fellowships of research personnel paid from SACON funds	
c	Revenue to SACON generated from consultancies	
d	Fixed assets generated	
e	Gross salary	

Points = 25 x [(a + b + c + d) / e] =

- NB:
- A. Financial contributions to be apportioned as:
 - (i) 100% where there is a single investigator
 - (ii) 50% each or equally between the Principal Investigator and Co-Principal Investigator(s)
 - (iii) 60% to the Principal Investigator and 40% to the Co-investigator where there are two investigators
 - (iv) 40% to the Principal Investigator and 60% to be apportioned equally between the other investigators when there are more than two co-investigators

B. Statement duly verified by the Finance Department to be enclosed

Part 3C: Education, Advisory and Institutional Component

Table 3: Points for Education, Advisory and Institutional Component

- (a) 25 Points for Scientists
 (b) 50 Points for Nature Education Officer
 (c) List detailing outputs to be enclosed

S. No.	Category	Marks (a)	No of outputs (b)	Marks obtained (a x b)
1	Workshops / seminars / meetings organized / conducted / convened	5		
2	Training programmes organized	3		
3	Long duration Nature camps	5		
4	Short duration Nature Camps	2		
5	Development of education / training materials	3		
6	Conducting / coordinating education & extension events	3		
7	Technical and Advisory Services to MoEF / State Forest Department / other governmental agencies	3		
8	Technical and Advisory Services to communities and non governmental agencies	3		
9	Wildlife Extension, Outreach Activities, conservation action	5		
10	Membership and contribution to professional bodies	1		
11	Lectures / presentations (national)	0.5		
12	Lectures / presentations (international)	1		
13	Planning and implementation of SACON activities including contribution to SACON Committees	Full time charge -15		
		Part time charge - 2		

Table 5: Overall score of Professional Index

S. No.	Component	Marks Obtained
1	Research	
2	Financial	
3	Education Advisory and Institutional	
Total out of 100		

Signature of the Reporting Officer
Date

Part 4: Integrity and Ethics

Please read the following guidelines before evaluating the Scientist for integrity and ethics

Guidelines issued by the Government of India, Department of Personnel, regarding, Integrity” vide O.M. No. S1/S/72-ESTT A’ dated 20 May 1972

In every form of confidential Report there should be a column regarding integrity to enable the Reporting Officer to make his remarks on the integrity of the government Servant reported upon. The following guidelines should be followed in the manner of making entries in the column relating to integrity.

- a) Supervisory Officer should maintain a confidential diary in which instances which creates suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the annual Confidential Report this diary should be consulted and the material in it utilized for filling, in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicious, further action should be taken in accordance with the following sub-paragraphs.
- b) The column pertaining to integrity in the character Roll should be left blank and a separate secret note about the doubts and suspicions regarding the Government Servants integrity should be recorded simultaneously and followed up.
- c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow up action is taken expeditiously.
- d) If, as a result of the follow-up action, a Government servant is exonerated, his integrity should be certified and an entry made in the Character Roll.
- e) If suspicions regarding his integrity are confirmed, this fact can also be recorded and duty communicated to the Government servant concerned.
- f) There may be cases in which after a secret report / note has been recorded expressing suspicion about a Government servant’s integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the Government servant’s conduct should be watched for a further period, and in the meantime, he/she should as far as possible be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (p’) and (e) above.
- g) There are occasions when a Reporting Officer cannot in fairness to himself and to the Government servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Government servant is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when a Government servant has worked under the Reporting Officer only for a brief period or has been on a long leave etc., In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the government servant’s work for sufficient time to be able to make any definite remark or that he has heard nothing against the Government servant’s integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

Please comment on the scientist’s integrity and standards of ethics

Signature of the Reporting
Officer

Date

Part 5: Decision of the Reviewing and Accepting Officers

1. Remarks of the Reviewing Officer : I agree / I do not agree with the assessment of the Reporting Officer

2. Comments of the Reviewing Officer (in case of disagreement)

3. Signature of the Reviewing Officer with designation, Place and Date

4. Remarks of the Accepting Officer : I agree / I do not agree with the assessment of the Reviewing Officer

6. Comments of the Accepting Officer (in case of disagreement)

7. Signature of the Accepting Officer with designation, Place and Date

Part 6: Scientist's Targets for Coming Year and Continual Growth Plan

Scientists should be clear of the expectations against which they will be evaluated. This form provides the scientist and reporting officers to set “stretch” – goals (ambitious but not impossible goals) for achievements for the coming year given the enabling mechanisms and availability of facilities / resources (available and accessible not within or outside the Centre. The completion of the form is in the best interest of the scientist, reporting, reviewing and accepting officers and objectivity of the evaluation exercise. This form would be updated at mid-year, to take into account of changed circumstances, if any.

(Please note: While part 1-5 of the form are to be submitted by January 31st of the year, part 6 can be completed by February 28th. The scientist can retain the original while the reporting officer can retain a photocopy for future reference.)

1. Outputs and activities planned

S.No	Professional Index	No. of Outputs / Activities Planned *
1	Research	
1	Peer reviewed paper (International printed and `e` journals)	
2	Short / miscellaneous communication (International Journal)	
3	Peer reviewed paper (National printed and `e` journals)	
4	Short / miscellaneous communication (National Journal)	
5	Published Report / Technical report	
6	EIA Reports	
7	Unpublished Research Report	
8	Technical Manual	
9	Newsletters / Magazines / Popular Articles	
10	Monographs	
11	Book	
12	Book Chapter	
13	Ph.D. Thesis	
14	M.Sc., Dissertation	
15	Paper/Poster in International Seminar	
16	Paper / Poster in National Seminar	
17	Abstract in International Seminar	
18	Abstract published in National Seminar	
2	Financial	
1	Institutional charges / salary of faculty generated from projects / consultancies	
2	Value of salaries / stipend / fellowship of researchers less value of stipend / fellowships of research personnel paid from SACON funds	
3	Revenue to SACON generated from consultancies	
4	Fixed Assets	
3.	Education, Advisory and Institutional	
1	Workshops / seminars / meetings organized / conducted / convened	
2	Training programmes organized	
3	Long duration Nature camps	

S.No	Professional Index	No. of Outputs / Activities Planned *
4	Short duration Nature Camps	
5	Development of education / training materials	
6	Conducting / coordinating education & extension events	
7	Technical and Advisory Services to MoEF / State Forest Department / other governmental agencies	
8	Technical and Advisory Services to communities and non governmental agencies	
9	Wildlife Extension, Outreach Activities, conservation action	
10	Membership and contribution to professional bodies	
11	Lectures / presentations (national)	
12	Lectures / presentations (international)	
13	Planning and implementation of SACON activities including contribution to SACON Committees	

* N.B. Please provide details of activities (Serial No.1 - 13) in a separate Appendix

- 2. Please state any other planned activities and proposed achievements that will help you build on capabilities and demonstrate your commitment to values considered important by the Centre.**

--

- 3. In view of your self-assessment, please state your plan for personal growth in knowledge, skills, capabilities and experiences.**

Time period (start- end date)	Additional qualifications / training, gathering of experience Attendance of conferences and field visits etc planned.

Signature of the Reporting Officer	Signature of the Scientist
Date	Date

Annexure B

Form of Confidential Report of Administrative Officer / Finance Officer

Report for the year/period ending

Part I – Personal Data

(To be filled by Office)

1. Name of the Officer :
2. Whether the Officer belongs to
Scheduled Caste/Scheduled tribe :
3. Date of Birth :
4. Date of continuous appointment to the
present grade : Date: Grade:
5. Present post and date of appointment
there to : Date: Grade:
6. Period of absence from duty (on leave,
Training etc.) during the year.
If he has undergone training specify :

Part II – Self Appraisal

(To be filled in by the Officer reported upon)

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Brief description of duties:
2. Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in order of priority, and your achievements against each target (Example: Annual Action Plan for your Division):
Targets/Objectives/Goals : Achievements
3. Please state, briefly, the target set and the quantum of work done in regard to recording, indexing and weeding out of files, maintenance of Guard Files, Sectional Note Book and other registers, furnishing of O and M and other returns etc.:
4. Please state, briefly the shortfalls with reference to the targets/objectives/ goals referred to in item 2. Please specify constraints, if any, in achieving the targets:
5. Please also indicate items in which there have been significantly higher achievements and your contribution thereto:
6. Please note whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Part III – Assessment of the Reporting Officer

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Nature and quality of work

- i Please comment on Part II as filled in by the Officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also, specify constraints, if any, in achieving the objectives.
- ii Quality of output: Please comment on the officer's quality of performance having regard to standard of work and programmed objectives and constraints, if any.
- iii Knowledge of sphere of work: Please comment specifically on each of these; level of knowledge of functions, rules and regulations, related instructions and their applications.

2. Attributes

- i Analytical Ability: Please comment on the officer's ability relating to analysis of pros and cons; formulation of alternatives and their evaluation for solving problems; ability to indicate decision areas
- ii Communication Skill: Please comment on the officer's ability to communicate with brevity, clarity and accuracy, both orally and in writing; ability to draft notes, Cabinet notes, brief for Parliamentary matters etc.

3. Initiative

Please comment on the capacity and resourcefulness of the officer in handling normal as well as unforeseen situations; willingness to take additional responsibilities and new area of work

4. Attitude to work

Please comment how far the officer can be relied upon, his sense or responsibility, the extent to which he/she is dedicated and motivated, his/her willingness to learn and systematize his/her work.

5. Ability to inspire and motivate

Please comment on the capacity of the officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence

6. Supervisory Ability

Please comment on the officer's ability relating to:

- i Guidance in the performance of tasks
- ii Review of performance (monitoring of key
- iii Areas including finance, etc., sanctions)
- iv Capacity to take decision at his/her level
- v On matters within delegated areas
- vi Maintaining discipline

7. Inter-personal relations and team-work

Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate other's point of view and take advice in

the proper spirit. Please also comment on his/her capacity to work as a member of a team and promote team spirit and optimize the output of the team.

8. Relations with the public (wherever applicable)

Please comment on the officer's accessibility to the public and responsiveness to their needs :

9. Attitude towards Scheduled Castes/Scheduled Tribes/Weaker Sections of Society (applicable in case of officers dealing with the development and protection of SCs and/or STs and Weaker Sections of the Society:

Please comment on his/her understanding of the problems of SCs/STs/Weaker Sections and willingness to deal with them

10. Aptitude and potential

Please indicate possible lines of growth and development of the officer

11. Training

Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer

12. State of health

13. Integrity

14. Please give an overall assessment of the officer with reference to his/her strengths and shortcomings and also by drawing attention to the qualities, if any covered by the entries above.

15. Grading (outstanding/Very Good/Good / Average/Below Average) :

(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Place:
Date

Signature of the Reporting Officer
Name in Block letters
Designation
(During the period of report)

Part V – Remarks of the Reviewing Officer

1. Length of service under the Reviewing Officer :
2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons). Is there anything you wish to modify or add?
4. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading
5. Has the officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or/out-of turn promotion and if so, specify?

Place: _____ Signature of the Reviewing Officer
Date: _____ :
Name in Block letters :
Designation :
(During the period of report)

Annexure C
Form of Confidential Report of Assistants

Report for the year/period ending

Part I – Personal Data

(To be filled by Office)

1. Name of the Officer :
2. Whether the Officer belongs to Scheduled Caste/Scheduled tribe :
3. Date of Birth :
4. Date of continuous appointment to the present grade : Date: Grade:
5. Whether Permanent / Quasi –Permanent Or Temporary :
6. Sections in which served during the year under report and period of Service in each : Section Period
7. Period of absence from duty (on leave, Training etc.) during the year. If he has undergone training specify :

Part II – Self Appraisal

(To be filled in by the Officer reported upon)

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Brief description of duties:
2. Brief resume of the work done by you during the year/period from ----- to ----- bringing out any special achievements during the year / period. In the event of shortfall in achievements furnish reasons.

Part III – Assessment of the Reporting Officer

(Read carefully the instructions given at the end of the form before filling the entries)

1. Does the Reporting Officer agree with the statement made in Part II? If not, the extent of disagreement and reasons thereof
2. State of health
3. General intelligence and keenness to learn
4. Please state briefly the quantum of O & M aspects of work done in regard to recording, indexing and weeding out of files, maintenance of Guard files and registers, furnishing of returns etc.,
5. Knowledge of office procedure :
6. Knowledge of Rules, Regulations and instructions in general and with particular reference to the work allotted to him
7. Quality of work:

- a. Ability to apply the relevant Rules and Regulations correctly
 - b. Capacity for examining cases thoroughly
 - c. Quality of Noting and Drafting
 - d. Promptness in disposal of work
8. Amenability to discipline
 9. Punctuality in attendance
 10. Relations with fellow employees/Public Relations (wherever applicable)
 11. Integrity (Please see Note below Instructions)
 12. Has the officer been reprimanded for indifferent work or for other causes during the period under report. if so, please give brief particulars.
 13. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them.
 14. Effectiveness in the development and protection of Scheduled Castes and/or Scheduled Tribes
 - a. Attitude towards SCs and / or STs
 - b. Sensitivity to social justice
 - c. Ability to take quick and effective action to prevent and quell atrocities and ensure justice to SCs and / or STs
 - d. Effectiveness in bringing about the development of SCs and /or STs
 15. Grading (Outstanding/Very good/Good/Average/ Below Average) :
(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Place: _____ Signature of the Reporting Officer
Name in Block letters

Date: _____ Designation during the period of report

Part IV – Remarks by Reviewing Officer

1. Length of service under Reviewing officer :
2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the Officer given by the Reporting Officer?
4. If the Officer reported upon is a member of a Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST officer has been fair and just
5. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading
6. Has the Officer any special characteristics, and / or any abilities which would justify his/her selection for special assignment or / out-of-turn promotion? If so, specify

Place: _____ Signature of the Reviewing Officer
Name in Block letters

Date: _____ Designation during the period of report

VIII. Contract Appointment

1. General features

- i Contract appointments shall be made when:
 - a. There is no provision for regular appointment at the pay scale of SACON,
 - b. Against vacancies in regular appointments,
 - c. Temporary vacancies in regular appointments
- ii Contract appointments may be made to appoint
 - a. Scientific Staff,
 - b. Scientific Support Staff,
 - c. Technical Staff
 - d. Administration and Finance Staff
- iii Contract appointments may be made on:
 - a. A regular scale of pay,
 - b. On a consolidated salary
- iv For the following works, the placement shall be done only through an outside agency and not by direct contract employment:
 - a. House keeping
 - b. Watch and ward
 - c. Gardening
 - d. Electrical
 - e. Plumbing
- v Appointment shall be made only when there is budget provision.
- vi Where the appointment is for work related to building construction the expenditure on the same shall be capitalized.
- vii Wherever Director is the appointing authority, the contract appointment(s) made shall be reported to the GC before the end of the financial year in which the appointments were made.
- viii Retired persons may be considered for contract appointment.
- ix A contract employee will not be entitled for any other facilities apart from what is indicated in the Rules
- x The services of the Contract Employee shall be governed by the Rules and Regulations of SACON

2. The Selection and Appointing Authority

- i The Selection and Appointing Authority of all Contract Employees will be the Director. Where the expenditure involved in a financial year exceeds Rs 2.4 lakhs, prior approval of the Chairperson, Governing Council, is required to make the appointment.

3. Selection Procedure

- i If the contract is for a period of one year or less:
 - a. A Search Committee may be nominated by the Director, comprising of two SACON scientists and one external expert in the relevant discipline, who shall identify and propose a candidate, after recording the complete particulars about the candidate. If the Director finds the proposed candidate suitable, he / she may be offered the appointment.

(Or)

- b. If the Director so decides, the notification of contract appointment shall be given in one leading newspaper in the area where the appointment is to be made.
- c. The qualification and experience shall be as per SACON classification and recruitment rules, in the absence of which, the same may be fixed by the Director depending upon the requirement of the post for which the appointment is proposed.
- d. A minimum of 10 days shall be given for receiving the applications from the date of publication of the advertisement.
- e. After receipt of the applications, the applicants to be called for the interview shall be short-listed by a Committee appointed by the Director. The Committee shall comprise of the Head of Division for which the posting is required who shall co-opt any two Scientists of SACON who are present in the office.
- f. The short-listed candidates may be called for the interview. The interval between the issue of letters and the date of interview should be a minimum of 10 days.
- g. The Selection Committee shall comprise:
 - 1. Head of Division for which the posting is required
 - 2. One Scientist of SACON whose pay is greater than that of the post advertised
 - 3. One outside expert nominated by the Director of SACON.
 - 4. Director
- h. A panel of short-listed candidates will be made and offer of appointment will be made according to merit.
- i. TA / DA as admissible to the post shall be paid for attending the interview when the remuneration exceeds Rs 8,000/- pm.
- j. Offer of appointment shall be sent to the selected candidate by the appointing authority, or by the Director on behalf of the Appointing Authority.
- k. Selected candidate may be given up to 30 days to join, failing which the offer shall automatically stand cancelled, and the next candidate on the panel may be made the offer of appointment. However, upon the request from the candidates extension of the date may be considered.
- l. If the tenure of appointment is for more than a year, then the procedures under SACON recruitment, assessment and promotion rules shall be followed.

4. Remuneration

- i The salary for contract employee shall be either on an existing scale of SACON or on a consolidated pay.
- ii Where the contract appointment is made for a position where there is no provision for regular appointment at the pay scales of SACON, a consolidated pay without allowances, may be fixed by the Director, SACON.
- iii Where the contract appointment is made in lieu of a permanent position, the Appointing Authority may decide whether:
 - a. The pay will be equal to the full pay and allowances of the position. In such cases the contract employee will be eligible for annual increment and other such benefits as enjoyed by regular employees.

(Or)

- b. A consolidated salary equal to the Basic+DA+ HRA+CCA, or part thereof, may be fixed, taking into consideration the qualification and experience of

the employee. In such cases the contract employee will be not be eligible for annual increment and other such benefits admissible to regular employees.

- iv Where an extension is offered to a contract employee on consolidated pay in lieu of a permanent position, the Appointing Authority may grant increment. In such cases the increment will be equal to the increment + any increase in DA, HRA, CCA as applicable to that post at the time the extension is offered.
- v If a second-term or tenure appointment is offered to an employee on contract on regular scale of pay, the employee shall get all the benefits as a regular employee including service continuation.
- vi The basis for fixing up the pay shall be clearly recorded in writing by the Competent Authority.
- vii The remuneration payable to the employee is subject to tax and the same shall be recovered in monthly salary bills as required under the Income-tax Act, 1961
- viii If a pensioner is employed, he shall declare to the office the actual pension received by him which shall be included for calculating the tax to be deducted on salaries of the employee.

5. Tenure of the employee

- i An appointment to a post where there is no provision for regular appointment at the pay scale of SACON shall be for a period of one year extendable on a yearly basis as a fresh contract subject to a maximum of five years.
- ii An appointment on consolidated salary to a regular post of SACON shall be for one year, or for the period of vacancy of the regular post for which the contract employment has been made, after which it may be extended on a yearly basis as a fresh contract.
- iii An appointment on scale of pay for a regular post shall be for more than one year to a maximum period of five years, after which it may be extended as a fresh contract.
- iv Extensions for Scientific staff will be based upon their APAR, and as recommended by RAPC. Extensions for Technical, Administrative and Finance Staff will be based upon the recommendation of an Extension Committee who will examine a report on the performance of the employee by his/her Reporting Officer. The Extension Committee will consist of three Scientists of SACON.
- v The contract employee must indicate his / willingness to continue in the services of SACON at least three months prior to the completion of the contract period, failing which the Competent Authority will take steps to fill the post, if required, by the selection procedures laid out in these rules.
- vi After getting the recommendations of the RAPC / Extension Committee, the Director may approve of the extension where he / she is the Appointing Authority. In case the GC is the appointing authority, the Director shall place the proposal before the GC along with his/her recommendations.
- vii The extension shall be intimated to the employee before the completion of his first term so that there will not be any gap in the appointment.

6. Travelling and Daily allowance

- i. The Contract employee, both on consolidated pay and on regular scale of pay shall draw the TA/DA admissible to an employee who is drawing equivalent pay in SACON.

- ii. For the purposes of calculating the TA/DA entitlement, consolidated pay of the employee or basic pay for those on regular scale shall be taken into account.

7. Leave

- i. The Contract employee when appointed on consolidated basis shall be eligible for:
 - a. Casual leave as applicable to the employees of SACON
 - b. National Holidays and the Restricted holidays,
 - c. 10 days HPL on medical grounds.
 - d. He / she shall not be eligible for any other leave.
 - e. Contract employees on regular scale of pay will be entitled to all such leave as applicable to regular employees.
- 8. The service of the contract employee, both on consolidated pay and on regular scale of pay, may be terminated with one month's notice or one month's salary in lieu of notice. In extreme cases, to be decided by the Competent Authority, the termination could be effected without issuing any notice or releasing salary in lieu of it.

IX. Deputation

1. Procedure to be followed for appointment by deputation

- i When vacancies arise for regular posts with a grade pay of Rs 5400 or higher, the Competent Authority may if it so desires, provide for the option in the advertisement seeking applications from both direct recruitment candidates and candidates on deputation for the same post.
- ii Posts filled by persons on deputation, shall not exceed 10% of the posts with a grade pay greater than Rs 5400 of SACON.
- iii Vacancies in projects may also be filled on deputation basis.
- iv The age, qualification, experience and scale of pay for filling up of the existing posts shall be as per the SACON Recruitment Rules.
- v The sources of recruitment on deputation shall be Central Government / State Government / Public Section undertakings / autonomous bodies.
- vi The rules and procedures governing age, qualification, experience, advertisement and selection shall be as per SACON Recruitment, Assessment and Promotion Rules.
- vii If an employee of SACON is selected for appointment to the post, he / she shall be reverted to the original scale, after the tenure.

2. Tenure of deputation

- i The period of deputation shall be as per GOI norms.
- ii SACON may extend the tenure of the deputationist, if it so requires, after obtaining the approval of the lending organization in writing. The period of extension shall be as per GOI norms.
- iii There should be enough reason for SACON to retain an employee on deputation which shall be recorded in writing granting each-extension.
- iv The extension shall be strictly in the interests of SACON.
- v Where the deputation is extended at the request of the deputationist, he/she shall not be entitled to any deputation allowance from the date on which he/she is allowed extension.
- vi When extension is considered, the period of extension may be decided so as to enable the officer concerned to continue on deputation till the completion of the academic year, in cases where the officer has school / college going children.

3. Permanent Absorption of an officer on deputation.

A person taken on deputation shall be absorbed on a permanent basis subject to the following terms and conditions:

- i The proposal of permanently absorbing a person should have the approval of the Governing Council.
- ii The persons concerned and the lending authority shall give their willingness for such permanent absorption.
- iii Before absorbing a person, his/her case shall be examined with special reference to the performance of the person in discharging his/her duties and responsibilities by SACON's RAPC, who will follow the procedures for assessment and promotion as laid down in these rules.

- iv The recommendations of the above Committee shall be forwarded to the Governing Council for approval.
 - v From the date of permanent absorption, the employee shall be governed by the rules and regulation of SACON in all matters.
- 4. Maximum age limit for appointment on deputation:**
- The maximum age shall not exceed 55 years on the closing date of application.
- 5. Pay fixation**
- i When a person on deputation elects to draw pay in the scale of pay attached to the ex-cadre post, pay shall be fixed as per the SACON Classification and Recruitment Rules and regularized accordingly.
 - ii No person whose basic pay at the time of his proposed deputation exceeds the maximum of the scale of pay of the ex-cadre post or the fixed pay of the ex-cadre post, as the case may be, shall be deputed to such a post.
- 6. Exercise of option**
- i An employee on deputation may elect to draw either the pay in the scale of pay of the deputation post or his basic pay in the parent cadre plus deputation allowances. In no case shall the pay so fixed be less than the minimum of the scale of the ex-cadre post.
 - ii The employee shall intimate his option within a period of 30 days from the date of joining the new post.
 - iii The option once exercised shall be final.
- 7. Deputation (Duty) allowance**
- i The personal pay drawn by an employee in his parent organization shall continue to be admissible.
 - ii If the deputation is for a period longer than five years, the deputationist shall not be entitled to deputation allowance.
 - iii All other norms shall be as per GOI norms
- 8. Promotions during the period of deputation**
- i When an employee already on deputation is to be promoted to another post in SACON, the SACON should intimate the lending authority in writing prior to such appointment.
 - ii The employee's consent shall also be obtained in writing before forwarding the proposal to the lending organization for approval.
 - iii When a deputationist is promoted in his parent department, the willingness of the individual shall be taken either to revert to the Department or continue with SACON at the same level as he/she was contracted into SACON. The Governing Council may, however, relax this condition.
- 9. Premature reversion of deputationist to the parent organization**
- i Normally the employee's service shall be placed at the disposal of the parent organization on completion of the period of deputation. In exceptional cases, where it is necessitated to send back the employee to the lending organization, the same may be done after intimating the lending organization, in advance.
 - ii The premature reversion will be approved by the Director wherever he is the appointing authority and the Governing Council in all other cases.

10. Other financial commitments of the borrowing organization, SACON:

Apart from paying the deputation allowance, the SACON shall pay the following:

- i Leave salary and pension contribution as admissible in the parent organization.
- ii Provident fund benefits – as per Rules of SACON.
- iii Leave travel concession – as per the Rules of SACON.
- iv Medical benefits – as per the Rules of SACON
- v Children educational allowance – as per the SACON's Rules
- vi Reimbursement of tuition fees – as per the SACON's Rules
- vii Joining time pay and transfer T.A. – as per the SACON's Rules
- viii T.A. for journey on duty during the period of deputation – as per SACON's Rules
- ix Any other pay and allowance and leave as admissible to regular staff of SACON.

X. Recruitment, Leave and other Service Matters for the Project Staff

1. Recruitment

Project Personnel may be engaged in the following capacities:

- i Research Personnel
 - a. Junior Research Fellow
 - b. Senior Research Fellow
 - c. Research Associate
 - d. Programme Fellow
 - e. Project Scientist
 - f. Volunteer / Student intern
- ii Project Support Personnel
 - a. Research Assistant
 - b. Technical / Laboratory Assistant
 - c. Field Assistant
 - d. Driver
 - e. Special Skill Assistants

2. Educational qualification, age and experience of Research Personnel

Educational qualifications	Age	Scale of Pay	Experience	Appointing Authority
Junior Research Fellow (JRF)				
Minimum second class post graduate degree in relevant disciplines	28 years as on the stipulated last date for receiving applications, and may be relaxed up to five years in case of SC / ST and three years for OBC / women and physically handicapped candidates.	UGC / CSIR fellowships or as per project budget; HRA as applicable to SACON employees	Nil	PI of the project
Senior Research Fellow (SRF)				
Minimum second class post graduate degree in relevant discipline	32 years as on the stipulated last date for receiving applications, and may be relaxed up to five years in case of SC / ST and three years for OBC / women and physically handicapped candidates.	UGC / CSIR fellowships or as per project budget; HRA as applicable to SACON employees	Two years research experience after post graduation.	PI of the project
Research Associate (RA)				
PhD or equivalent in relevant	35 years as on the stipulated last date for receiving	UGC / CSIR fellowships or as per the project	Track record of relevant publications and	Director

discipline	applications, and may be relaxed up to five years in case of SC / ST and three years for OBC / women and physically handicapped candidates.	budget. A salary with allowances or a consolidated salary without allowances may also be paid as per the budget.	experience	
Project Scientist (PS)				
PhD in relevant discipline	40 years as on the stipulated last date for receiving applications, and may be relaxed up to five years in case of SC / ST and three years for OBC / women and physically handicapped candidates.	A salary with allowances or a consolidated salary without allowances as per the budget.	Track record of relevant publications and experience	Director
Programme Fellow (PF)				
Graduate / Post Graduate in any subject	40 years as on the stipulated last date for receiving applications	A salary with allowances or a consolidated salary without allowances commensurate with experience / skills and as per the budget.	Track record of significant contribution to wildlife research, conservation, relevant publications and experience	Director
Volunteer / student intern				
Graduate / Post Graduate in any subject		No salary / stipend; actual expenditure or allowance		Director

3. Selection Procedure

- i Applications for JRF, SRF, RA, PS and PF shall be invited by the competent authority through advertisement in Employment news, and if project budgets permit, in one or more national newspapers and/or one scientific journal (AND)
- ii A notification shall be sent to the Director of similar institutes, Head of Wildlife Biology / Zoology / Botany / Environmental Sciences Divisions of Universities where the required subject is in the curricula, with a request to display the advertisement on their notice boards.
- iii **For projects of duration of one year or less, “Walk in interview” may be considered.**
- iv For projects of **duration of six months or less, the PI of the project may recommend the selection of an in house candidate** to the Director for approval, justifying his or her suitability for the position. In the absence of such a recommendation, a “Walk in interview” may be conducted.

- v When the PI of the project recommends the selection of an in house candidate for projects of duration of six months or less to the Director for approval, such a candidate if already in a project may be considered to be on loan to the short term project.
- vi A minimum of 15 days shall be given as the last date of receipt of applications, or seven days for walk in interviews, from the date of publication of advertisement.
- vii The applications to be short-listed for calling for interview shall be scrutinized by a Committee comprising the Principal Investigator of the concerned project for which the recruitment is to be made, who will co-opt two scientists of SACON.
- viii The Committee shall short list the applicants, and forward its recommendations to the Director for approval.
- ix After approval of the competent authority, the call letter may be sent to the candidates and a minimum of 15 days shall be given between the date of despatch of call letter and the date of the interview.
- x The candidates will be selected based on an interview.
- xi Due weight age will be given by the Selection Committee to candidates who have cleared examinations such as NET and any other relevant additional qualifications.
- xii The Selection Committee for interviewing the candidates for positions of JRF and SRF shall comprise the following members.
 - a. The Director, SACON, or his nominee
 - b. One outside expert, in the relevant discipline of equivalent grade to a SACON Scientist, to be nominated by the PI of the project and approved by the Director
 - c. Two scientists of SACON, including the Principal Investigator of the project
- xiii In case the interview for JRF, SRF and PF is being held at a place other than Coimbatore, then the Selection Committee for interviewing the candidates shall comprise the following members:
 - a. The Director, SACON, or his nominee
 - b. Two outside experts to be nominated by the PI of the project and approved by the Director
 - c. The Principal Investigator of the project
- xiv The Selection Committee for Research Associates and Project Scientists shall comprise of:
 - a. The Director, SACON, or his nominee
 - b. Two outside experts, in the relevant discipline of equivalent grade to a SACON Scientist, to be nominated by PI of the project and approved by the Director
 - c. One Scientist of SACON,
 - d. The Principal Investigator of the project
- xv In case the interview for Research Associates and Project Scientists is being held at a place other than Coimbatore, then the Selection Committee for interviewing the candidates shall comprise the following members:
 - a. The Director, SACON or his nominee
 - b. Three outside experts from the region where the interview is to be held to be nominated by the PI of the project and approved by the Director
 - c. The Principal Investigator of the project
- xvi The Selection Committee shall form a panel of two or more short-listed candidates. In order of merit, the selected candidate(s) shall be intimated of the

selection and an offer of appointment (a format of which is given in Annexure 1) sent to him/her by the Principal Investigator of the project and a copy marked to the Director's Office, and divisions of Administration, Finance and Library. A copy of the joining report of the candidate will be similarly marked to the above.

- xvii The selected candidates shall be asked to join duty immediately, the latest within one month from the date of receipt of the offer failing which the offer automatically stands cancelled. In which case, or when the candidate declines the offer, the next candidate in the order of merit on the panel may be made the offer.
- xviii In exceptional cases the joining time may be relaxed by the Competent Authority, if he/she is satisfied about the genuineness of the request.

4. Tenure of the Fellows / Associates / Project Scientist / Project Fellow

- i) The tenure of JRFs, SRFs, RAs, PSs, PFs shall be for two years.
- ii) Towards the end of the second year, the performance of the JRF / SRF / RA / PF / PS shall be assessed by a Committee comprising of at least four faculty members, including the PI of the project, to be nominated by the Director, by observing the following procedures:
 - a. A detailed progress report duly supported by reports, publications / accepted for publication / communicated for publication along with the recommendation of the Principal Investigator shall be placed before the Committee. The JRF / SRF / RA / PS / PF shall give a detailed presentation of the work done by him / her.
 - b. The Faculty may meet without the candidate and discuss his performance and take a decision. The decision shall normally be on majority basis. In case the PI of the project defers from the majority decision, then the reasons thereof will be placed on record in writing and the Director will give due weightage to the recommendation of the PI, while taking a final decision.
 - c. In the event of the Faculty not recommending the extension the fellowship will be terminated. In case the PI of the project defers from the majority decision, then the reasons thereof will be placed on record in writing and the Director will give due weightage to the recommendation of the PI while taking a final decision.
 - d. The recommendations of the Faculty, for extension shall be forwarded to the Competent Authority for approval.
- iii) The fellowship shall be extended for one or more years subject to the project period and the budget provisions of the project.
- iv) The total period of a JRF shall not exceed three years.
- v) The total period of a SRF shall not exceed three years. If the candidate has already worked as JRF in SACON, total period of JRF + SRF shall not exceed six years.
- vi) The total period of a Research Associate shall not exceed 4 years. If the candidate has already worked as JRF and SRF in SACON, total period of JRF + SRF + RA shall not exceed 10 years.
- vii) The total period of a Project Scientist shall not exceed five years. If the candidate has already worked as JRF and SRF and RA in SACON, total period of JRF + SRF + RA + PS shall not exceed 15 years.

5. Upgrading of Junior Research Fellow to Senior Research Fellow

- i) A promotion shall be considered when

- a. The project period is more than two years and the Project Budget has a provision for paying salary of SRF, in which case the JRF will draw the stipend of the SRF from the date of promotion
 - b. There is no budgetary provision for SRF, but the JRF has satisfactorily completed two years and fulfils criteria for promotion. In such case the promotion will be titular but without change in stipend.
 - c. The PI should ensure that for projects over two years, adequate budgetary provisions are made for paying salary of SRF for the third year onwards.
- ii) Procedure
- a. On completion of two years, **the JRF may apply for promotion to SRF.**
 - b. The procedure prescribed under Rule 4.2 for assessment of JRF shall be followed for upgrading to SRF
 - c. Apart from the Faculty, an external expert may also be invited for assessment.
 - d. The stipend of the SRF will be as per UGC / CSIR fellowships or according to the budget allotment in the project.
 - e. The recommendations of the Committee of faculty members may be placed before the Director for approval.

6. Order for extension / promotion

- i The Director after examining the recommendations of the Committee and considering the budget provision shall offer extension / promotion to the JRF.
- ii In the event of the Director not approving the promotion to SRF, the candidate would continue to be JRF.

7. Educational qualification, age and experience of Project Support Staff

Position	Qualification	Salary / Wages	Appointing Authority
Research Assistant	BSc in relevant discipline	Two times the daily wage of an unskilled mazdoor in the State in which the work is to be carried out.	PI
Field Assistant	Knowledge and experience of the area, habitat and fauna where the work is to be carried out	Up to 1.25 times the daily wage of an unskilled mazdoor in the State in which the work is to be carried out, depending on experience.	PI
Technical / Laboratory Assistant	Special knowledge and experience of the area, habitat and fauna or laboratory	Up to 1.5 times the daily wage of an unskilled mazdoor in the State in which the work is to be carried out, depending on experience.	PI
Driver	Valid driving license. Skill in off road driving.	Up to 1.25 times the daily wage of a driver in the State in which the work is to be carried out, depending on skill.	PI
Special Skill Assistants – High Risk	Special Skills High Risk: Handling boat and knowledge of sea and inland	For High Risk Skills, up to 4 times the daily wage of an unskilled mazdoor in the	PI

Special Skill Assistants – Low Risk	river waters; the control and maintenance of elephants; ability to track animals such as elephants, large cats etc.; mountaineering; rock climbing; spelunking; and similar skills of a highly specialized nature	State in which the work is to be carried out, depending on the skill required, experience and wisdom. Higher wages may be fixed depending on local conditions with the prior permission of the Director.	
	Special Skills Low Risk: Tracking and capture of smaller animals; knowledge of medicinal plants, trapping birds, and similar skills of a highly specialized nature	For Low Risk Skills, up to 2 times the daily wage of an unskilled mazdoor in the State in which the work is to be carried out, depending on experience and wisdom.	

8. The wages for the above may be fixed on a daily or monthly basis as per budget provision in the project.
9. The PI of the project may engage the Project Support Staff above based on recommendations / reference / direct knowledge or on an adhoc basis.
10. The award of salary / wages in projects to support staff does not confer the awardee any right, assurance or guarantee for subsequent employment in SACON.
11. In the case of High Risk Skills, SACON will not be liable for accidents while on project work. Provision should be made in the budget of the project to insure such employees.

12. General terms and conditions for assigning fellowship / research associate ship/

- i The award of fellowship / salary of research personnel in projects does not confer the awardee any right, assurance or guarantee for subsequent employment in SACON.
- ii He / she must be a full time research worker and adhere to the rules and regulation of SACON.
- iii Terms and conditions regarding pay of project personnel
 - a) Subsequent to the research fellow / project personnel joining, a certificate is to be submitted to the Finance Department by the PI concerned, indicating the name of the research fellow, the project in which employed, the fellowship due and the period for which stipend should be paid.
 - b) The finance department will release stipend / salaries of the Research Fellows / project personnel as a matter of course until the date mentioned by the PI in the above mentioned certificate, provided adequate funds are available in the project.
 - c) It is the responsibility of the PI to intimate the Finance Department for any change in 12.iii.a & 12.iii.b above including that of leave against loss of pay, termination, closure of project or any other reason whereby part or the whole fellowship / salary of the research fellow / project personnel is to be withheld.
 - d) In case of insufficient funds in the project to release stipends and salaries, the Finance Department will intimate the PI of the project about insufficiency of funds. PI will take necessary steps to obtain required funds only after which stipends / salaries will be released.

- e) In case stipends / salaries are paid in excess of what is due as a result of non-intimation by the PI, then the PI will be held accountable for the excess amount released.
- iv In case of the fellow desiring to appear for any competitive examination, he/she must inform the principal investigator.
- v A JRF, SRF or PF, may be permitted to register for Ph.D.
- vi He/She shall give a presentation to Faculty on the topic in which the candidate wishes to do Ph.D.
- vii The PI/ Supervisor shall ensure that the JRF/SRF give a periodical presentation on the progress of the work.
- viii In case a research personnel desires to discontinue his/her fellowship prior to the completion of the tenure or the attainment of original objective of research, he/she, must submit his/her resignation to the Competent Authority through the Principal Investigator at least one month in advance indicating specific reasons for not continuing the fellowship for the full term. The fellowship shall cease from the date stipulated by the Competent Authority while accepting the resignation.
- ix The Principal Investigator shall submit the resignation to the Administration and shall get the 'No due' certificate from all the divisions before relieving the Research fellow / Research Associate
- x Any kind of paid full time employment is not permissible during the tenure of fellowship / Associateship. Part time or honorary assignments, with or without payment, may be undertaken with the prior consent of the PI under intimation to the Director.
- xi The Researcher shall not be entitled for any leave travel concession.

13. Travelling Allowances of Project staff

- i) Project research personnel are eligible to TA/DA. They will be considered equivalent to that of a staff member drawing a grade pay of Rs 6,600/-. Air travel may be permitted only with the prior approval of the PI. In other respects, TA/DA will be admissible as per the rules of the centre during his / her tenure, and subject to availability of budget in the project.
- ii) A monthly field allowance plus actual hotel / guest house charges if any, may be given in lieu of Daily Allowance, and may be decided by the PI based on the budgetary constraints in the project.
- iii) The tour programme of the researcher shall have the approval of the Principal Investigator who shall forward the same to the Director's Office for information.
- iv) The Researcher shall be entitled to claim TA/DA only for undertaking tour related to his approved research programmes. PI of the project is also empowered to sanction tour programme of researcher beyond defined jurisdiction for project work (within India) and within the TA budget available in the project. Tour programme for participation in Seminar / Workshop / Conference (within India) can also be sanctioned by the PI, if such activities have been mentioned and accordingly budgeted in the project.
- v) If the researcher and the PI undertake tour together to the same place, the advance may be drawn by either of them independently or combined.

- vi) The application for advance shall be submitted by the researcher duly approved by the Principal Investigator at least three days before the proposed tour. This may be relaxed by the Director in case of urgency.
- vii) The researcher shall submit the bills to the division of finance and accounts within 15 days from the completion of the tour. However, this may be relaxed when the PI is satisfied about the genuineness of the delay in submission of claim.
- viii) All project expenditures incurred by Research Personnel should have the financial approval of the PI.
- ix) The researcher before submitting the bills shall ensure that he/she signs all the bills that are submitted.
- x) The researcher while submitting his bills shall get the bills counter signed by the Principal Investigator.

14. Leave Rules of Project staff

The researcher shall be entitled for the following leave with stipends.

- i Two restricted holidays and the national holidays observed by SACON.
- ii Casual leave of 8 days in year.
- iii Shall be eligible for earned leave of 20 days in a year.
- iv Credit will be afforded in advance at uniform rates of 10 days on the first of January and first of July every year. This leave shall not be accumulated and carried forward to the next year.
- v For women fellows, full stipend may be paid during the period of absence up to 90 days on grounds of maternity. The fellowship amount of leave period shall be paid after the fellow joins duty and submits a medical certificate in support of actual confinement.

15. Conditions for sanctioning leave

- i Leave cannot be claimed as a right.
- ii The leave sanctioning authority may refuse or revoke leave of any kind but cannot alter the kind of leave due and applied for.
- iii Overstay of leave without prior sanction may result in loss of pay.
- iv Absence without permission shall not be treated as leave and the absence will be treated as on loss of pay.
- v The leave shall be treated as part of the fellow's tenure.
- vi Leave for the research fellow shall be sanctioned by the Principal Investigator under intimation to the office.
- vii The Research Fellow and his / her supervisor should take utmost care and ensure that the data collection will not be affected while availing leave.

16. Other Benefits admissible to the Research fellow:

- i) Hostel Accommodation
 - a. All research fellows are eligible for hostel accommodation, if it is available. The allotment will be made on first come first served basis. The Fellow shall pay the HRA admissible, in addition to the nominal license fee.

- b. Wherever the research fellows are not provided with hostel accommodation, he/she shall be paid HRA as applicable to the employees of SACON.
 - c. Calculation of the HRA shall be based on the actual stipend payable to the research Fellow, or as per the budgetary provisions of the project.
- ii) Medical benefits
- a. Research Fellows shall be eligible for medical reimbursement up to Rs. 8,000/- per year provided provisions for the same is approved in the project budget.
 - b. The medical benefit shall be available only to the research fellow and not to his family members / dependent.
 - c. Premium for medical and accident insurance for all project personnel may be included in the budget of the project proposal.
 - d. In case of injury due to accident while on duty, the competent authority may consider reimbursement of medical expenses on a case by case basis.

17. Termination of fellowship

The fellowship shall be terminated under the following circumstances

- i) The appointment shall be co-terminus with the project for which no notice shall be issued by the Principal Investigator.
- ii) Whenever he/she violates the rules and regulations laid down in these rules
- iii) In case the Principal Investigator is not satisfied about the performance of the research fellow, and with the concurrence of the Director.

18. Research Publication

- i) All papers / reports / articles and research findings emanating from the project work shall have the approval of the Principal Investigator before submission.
- ii) All patents / rights / designs and inventions derived from research work conducted while in SACON shall as per provisions in these rules and regulation.
- iii) Due acknowledgment shall be made to SACON and the funding organisation, and other supporting organisations in all the papers / reports / publications emanating from the project.
- iv) The guiding principle to authorship of publications shall be that whoever contributes to at least two of the following: design, data collection, analysis and write up; shall be an author in the publication. In case of dispute the matter may be referred to a Committee of three scientists constituted for the purpose by the Director, whose decision shall be final.

Sir,

Further to your application dated _____, we are pleased to offer you the position of Junior Research Fellow / SRF / RA / Project Scientist in the project "-----" under the following terms and conditions.

1. You will be paid a fellowship of Rs. ----- and HRA Rs. ----- per month. (or) You will be paid a consolidated salary of Rs. ----- per month (or) You will be paid a salary of Rs ---, and allowances of Rs ---
2. Your appointment is co-terminus with that of the project.
3. You will be governed by the SACON Rules for recruitment, leave and other service matters for project staff.
4. You are required to work under the guidance and instructions of the Principal Investigator of the project in which you are appointed.
5. You will not be entitled to any travelling / conveyance allowance for joining duty
6. You should produce the original certificates in respect of your educational qualifications and proof of age for verification at the time of joining.
7. The data collected by you in the project will be the sole property of SACON
8. The appointing authority may terminate you from the services of the project without assigning any reason, without notice and without payment of salary in lieu thereof.
9. Any research paper emanating from the project should get the concurrence of the Principal Investigator before they are sent for publication.
10. This offer of fellowship does not confer upon you any right or claim for future employment in SACON.
11. Your headquarters will be at -----.

In case the offer of fellowship is acceptable to you on the terms and conditions mentioned above, you may intimate your acceptance immediately, and report yourself to the Principal Investigator of the Project within one month from the date of receipt of this offer failing which this appointment will automatically stand cancelled.

XI. Purchase and Procurement

1. General principles of Purchase and Code of Ethics

- i The authorities delegated with the powers of the approval and processing of purchases in the Centre shall maintain the standards of financial propriety. The decision for purchase will be based on the recommendations of an appropriate Committee, thus ensuring transparency and objectivity. The principles of expenditure as mentioned in Rule 21 of General Financial Rules of Govt. of India, are as under:
 - a. Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.
 - b. The expenditure should not be prima facie more than the occasion demands.
 - c. No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
 - d. Expenditure from public moneys should not be incurred for the benefit of a particular person or a section of the people unless –
 1. A claim for the amount could be enforced in a Court of Law, or
 2. The expenditure is in pursuance of a recognized policy or custom.
 - e. The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole a source of profit to the recipients.
2. The Purchase Committee of SACON shall, in public interest, have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement. The procedure to be followed in making public procurement must conform to the following yard sticks, (i) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the Centre. The specifications so worked out should meet the basic needs of the Centre without including superfluous and non-essential features, which may result in unwarranted expenditure. Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs, (ii) Offers should be invited following a fair, transparent and reasonable procedure, (iii) The Purchase Committee should be satisfied that the selected offer meets the requirement in all respects and satisfy itself that the price of the selected offer is reasonable and consistent with the quality required, (iv) At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations, which it weighed, while taking the procurement decision. All purchases, irrespective of value, can be made only if there are adequate budgetary provisions and funds. However, processing of indents for purchase of equipments can be done by the Centre even without specific budget allocation for the current year provided such cases are cleared for administrative processing by the Director but final order shall only be placed after allocation of the budget. Any other variation will require the prior approval of the Director.
3. The Director will be the sanctioning authority for non project funds. The Principal Investigator will be the sanctioning authority for project funds within the prescribed limits, above which the Director will be the sanctioning authority.
4. **Prioritisation of purchase of equipment, machinery etc.**

For items to be procured out of SACON funds, the Director will appoint a Committee at the beginning of every financial year to correctly assess the requirement of equipment, machinery, plant etc. for various activities including infrastructure requirement and

other items of maintenance. This Committee will be chaired by a scientist of sufficient seniority. The Committee will consult all heads of departments and scientists, get their requirements for the year, and prioritise the list of purchases to be made in that year. The Committee shall check the availability of such equipment in the Centre, its performance and the rationale for procurement of another piece of equipment. This list will be circulated to all concerned by 30th April of the relevant financial year. All purchases that are made during the year from SACON funds will normally be in accordance with this list.

5. Indents

- i Indents for items out of SACON funds shall be initiated by a staff member of grade pay of Rs. 2800 or above.
- ii Indents for projects should originate from, or have the approval of, the PI of the project.
- iii A detailed description of the equipment/item including summary of its function and detailed specifications including whether the requirement is fresh or additional or replacement.
- iv A description of space requirement for the equipment, the installation area and other infrastructural requirements such as, power, civil works etc. wherever applicable.
- v The approximate period required for the equipment to become operational from the date of its arrival.
- vi The list of available vendors, their addresses, past experience, if any, and their website wherever available.
- vii The estimated cost of equipment and that of spares, and last purchase price if any.
- viii Tentative inspection schedule.
- ix A certificate to the effect that the item is of proprietary nature, if it has to be bought from a known, single source. (This certificate shall be given by the indenter, which shall be duly approved by the Project Investigator / HoD. Both shall be responsible, if the certificate is found to be incorrect).
- x Emergency purchase certificate, in case of purchase is to be made on emergency basis.
- xi All indents shall clearly specify the sanctioned budget head, and if for a project, the name of project, in which the expenditure is to be booked.
- xii Budget provision and availability of funds for each item should be verified and recorded by the Finance Officer.
- xiii If the value of the acceptable offer against an indent exceeds ten per cent of the estimated cost subject to a maximum of Rs.10,000/- the indent is to be referred to the indenter for acceptance and budget re-appropriation.
- xiv In case of changes of specifications of an indented item, fresh indent should be given by the indenter after cancelling the original indent by specifying the reason for such cancellation. In case, additions / alterations to an indent become necessary on rare occasions, the indenter will affix his initials on the corrections / additions made.
- xv The indent should be type written.
- xvi Indents shall be thoroughly checked in order that they are strictly raised as per the Purchase Procedure. The Administrative Officer should not normally accept indents, which are faulty or incomplete and return such indents to the indenter

within two working days. Minor defects in the indents, however, should be set right by discussion with the indenters.

- xvii The Administrative Officer shall ensure while purchasing office equipment that the provisions of Official Language Act 1963 are complied with.
 - xviii The Administrative Officer shall check that items sought to be imported do not fall within the restrictive list contained in the Exim policy.
 - xix The Indentor / PI / HOD shall ensure that the specifications suggested by the indentor conform to the latest BIS specifications wherever applicable.
 - xx Since speed is of the essence, the Administrative Officer while vetting the indents must play a facilitating role.
6. Recording of no-stock certificate by the Stores Department

The indent together with its enclosures will be sent to the Stores Department which will verify its stock, render a no-stock certificate wherever applicable.

7. Mode of Procurement

The following are the modes of procurement:

- i Advertised tender
- ii Limited tender
- iii Single tender
- iv Purchase by Local Purchase Committee
- v Purchase without quotation

Splitting of indents, in order to bring it outside the ambit of a particular tender method is strictly prohibited. In addition, a demand should not be deliberately divided to avoid necessity of obtaining sanctions of higher authority.

S No	Category	Procedure
1.	Items over Rs 25 lakhs on each occasion	Advertised tender in Indian Trade Journal and one leading National Newspaper
2	Items above Rs 1.00 lakh less than Rs 25.00 lakh on each occasion	Limited tender
3.	Items above Rs 15,000/- and up to Rs 100,000/- on each occasion	On the recommendations of a duly constituted Local Purchase Committee consisting of three members constituted by the Director, or by limited tender and recommended by duly constituted Local Purchase Committee
4	Items less than Rs 15,000/-	Purchase of goods without quotation and with certification by the purchaser
5	Items less than Rs 1,000/-	Direct purchase without certification

8. Tendering Procedure and Limits

- i Advertised tender: Where the total estimated value of an item exceeds Rupees 25 lakhs, advertisement in such case should be given in the Indian Trade Journal (ITJ), published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one national daily having wide circulation and on the SACON website, and / or other dedicated websites for such purposes. The SACON website must also contain the detailed bidding documents which can be

downloaded by prospective bidders free of cost. The notice inviting tender published by the Centre should provide a link with SACON Website.

- a. Global tenders may be issued if it is felt that bidding from indigenous sources through advertised tendering shall not result in competitive prices. In such cases, in addition to the advertised tendering procedures, copies of the notice inviting tenders (NIT) may be sent to the embassies of the countries where such manufacturers are located by giving them at least six weeks time so that they can forward the notice to the prospective bidders in their countries. The NIT should also be sent through email to the Indian embassies abroad where potential sources exist.
 - b. Advertised tenders may be dispensed with, and limited tender procedure followed, when:
 1. Sufficient reasons exist which indicate that it is not in the public interest to call for tenders by advertisement, in such cases, the end-user shall clearly state the reason for resorting to limited tender.
 2. The end-user certifies that there is urgent need of the item and / or the cost and time involved for advertisement cannot be met.
 3. The sources of supply are definitely known and possibility of getting a fresh source through advertisement is remote
 4. In all the above cases of 8.i.b.(1,2 and3), the Director after examining on a case to case basis shall accord approval for dispensing with the procedure of Advertised Tender.
- ii Limited Tender: When the estimated value of the items, both indigenous and imported, to be procured is between Rupees 1.00 and 25.00 lakhs, copies of the enquiry document should be sent by speed post / registered post / courier / e-mail to more than three prospective bidders.
- a. Details of Limited Tender Enquiry valued beyond Rs. 10.00 lakhs must be hosted on the SACON web site. Any Unsolicited bids received against such limited tender method which are hosted on the web should also be considered subject to fulfillment of the terms & conditions of the limited tender.
 - b. The invitation to bids must be sent to parties of comparable reputation and market share, to ensure proper comparison.
- iii Purchases on single tender basis: All purchases made on proprietary basis are on a single tender basis and can be resorted to when:
- a. It is in the knowledge of the indenter that the item to be procured is manufactured only by a particular manufacturer and there is no other option except to purchase this item.
 - b. Spares, accessories, consumables etc need to be procured which require to be compatible to the existing sets of equipment or for standardization of machinery.
 - c. Proprietary Article Certificate as per Annexure "D" should be signed by the indenter and submitted along with the indent.
 - d. Quotations have to be called for by the Administrative Officer and such quotations can be received by FAX / e-mail, courier etc irrespective of value. The price of items which are proprietary in nature can also be downloaded from the web site of the firm or its authorized dealers and processed for further action.
- iv If the value of the item is above Rs. 15,000/- (Rupees Fifteen Thousand) only and up to Rs 1,00,000/- (Rupees One lakh) only on each occasion, purchase may be made on the recommendations of a duly constituted Local Purchase Committee. The Committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier, or may opt to follow the Limited Tender Method. Before recommending

placement of the purchase order, the members of the Committee will jointly record a certificate as under.

"Certified that we _____, members of the purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question. "

- v If the purchase is to be made for a project while on tour, or while in the field, and if the value of the item is above Rs 15,000/- and up to Rs 50,000/-, the PI while recording reasons for effecting the purchase will obtain quotations by post / fax / email / telephone / hand from more than three vendors and make the purchase on the authorization of the Local Purchase Committee.
- vi Rate/running contracts may be entered into based on Advertised tender for a period of 12 months or any specified period as per the guidelines given below.
 - a. All stores of standard types required in bulk which are in regular demand and the prices of which are not subject to frequent fluctuations are to be purchased on the basis of rate contracts.
 - b. Rate contracts should not be entered for stores if the annual requirement is less than Rs. 10,000.00. Rate contracts should be entered into based on advertised tendering for items for which there is a regular demand.
 - c. The period of currency shall normally be one year. The contract shall remain alive for supply of stores ordered during the currency of the contract. In special cases, a shorter or longer period of contract may be entered into with the approval of the Director on the recommendations of the Purchase Committee.
 - d. Rate contract should be placed only on registered and or reputed manufacturers or their authorised distributors who are capable of supplying the stores as required.
 - e. Quotations for rate contracts should be invited for slab quantity
 - f. Once the rate contract is finalized the same should be hosted on the web site of the Centre, detailing the salient features.
 - g. In addition to all the usual terms & conditions, the following clauses should be included in all rate contracts.
 - 1. Fall Clause: The price charged for the stores supplied under the rate contract should in no event exceed the lowest price at which the party sells the stores of identical description to any other person during the period of the contract.
 - 2. The stores shall be supplied within a period of fortnight for supplies against ex-stock deliveries. In case the firm does not supply the items within the stipulated time schedule, the cancellation of the purchase order can be considered.
 - 3. Parallel rate contracts for similar items can be placed at any time during the period of rate contract with one or more parties.
 - 4. SACON reserves the right to terminate the rate contract at any time by giving one months notice.
- vii Procurement of stores on DGS & D rate contract: Where DGS & D rate contracts exist, this facility may be utilized and order placed directly with the manufacturers or his agents at DGS & D rates, where expedient.
- viii Purchase of goods up to the value of Rs. 15,000/- (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority (PI in case of

projects, Administrative Officer in case of Office purchases) in the following format

"I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

- ix Where the value of an indent does not exceed Rs.1000/- procurement can be effected against cash payment without the above certification.

9. **Tenders**

The procedure laid down in GFR 2005 will be followed.

- 10. Buy back offers, procurement of services and outsourcing of services may be done as per GFR 2005.

11. **Constitution of Purchase Committee**

The Purchase Committee shall be formed to evaluate the offers and giving recommendations to the Director.

- i If the value of the items is above Rs. 1,00,000/- the Purchase Committee shall consist of:
 - a. Any two Scientists who are available at the office
 - b. One external expert (from a panel of such experts nominated by the Director), preferably from Government organisations, research institutes, universities located within the jurisdiction of Coimbatore.
 - c. Finance Officer
 - d. Administrative Officer
 - e. In case of projects, PI of the project.
 - f. End user (to be co-opted if necessary)
 - g. The senior most member will be the Chairperson.
- ii If the value of the item is above Rs. 15,000/- (Rupees Fifteen Thousand) only and up to Rs 1,00,000/- (Rupees One lakh) only on each occasion, the Local Purchase Committee shall consist of:
 - a. Three members of an appropriate level as decided by the Director.
 - b. In case of projects, one of the members of the Local Committee will be the PI of the project.

12. **Purchase Approval Powers**

- i For purchases costing Rs 50,000.00 or less for projects, the PI of the project shall approve the purchase.
- ii For all other purchases, the Director shall approve the purchase.
- iii In all cases of lack of competition in advertised tender and limited tender enquiries (where fewer than three offers are received) the approval of the Competent Authority on the basis of the recommendations of the Purchase Committee shall be obtained.

13. **Pre-checks to be done before placing it to the Director / PI for approval**

- i Examining and ensuring that the purchase procedures have been complied with from indenting stage to final stage shall be done by the Administrative Officer. Examining and ensuring that the budgetary provisions and availability of funds shall be done by the Finance Officer. Both shall give clear recommendations.
- ii The Administrative Officer shall check whether the lowest offer has been accepted and if not, whether the reasons are recorded in writing by the purchase Committee.

- iii Amendments: All amendments having financial implications have to be examined by the purchase Committee.

14. Signing of Purchase Orders

- i The purchase orders shall be signed by the Administrative Officer and in whose absence by the Finance Officer. For purchases costing Rs 50,000.00 or less for projects, the PI of the project may sign the purchase order.
- ii Before signing the purchase order, the officer shall verify whether the terms and conditions incorporated in the purchase orders are those mentioned in the quotation or tender and approved by the Purchase Committee.
- iii Administrative Officer shall check whether in the purchase order there are any unusual conditions and if so, whether approval of the purchase Committee and Director has been obtained.
- iv The Administrative Officer shall obtain the concurrence of the indenter on the specifications of the items before the order is placed.

15. Repeat Orders

- i Repeat orders for an item of identical specification purchased earlier may be placed at same rates and conditions from the vendor who had earlier supplied it.
- ii Repeat orders may be placed on the following conditions:
 - a. Value of the repeat order shall not exceed Rs. 100,000/-.
 - b. Should be repeated within one year from the date of original order.
 - c. It must be verified that there is no downward trend in the market prices.
 - d. Original order should have been placed on the basis of lowest acceptable quotation or for proprietary / specific brand / group item.
 - e. The original order should not be an emergency order.
 - f. Quantity discount from the supplier may be obtained.
 - g. Not more than three repeat orders can be placed for one item.

16. Negotiations

- i Where there is no competition, shortage of capacity or where the stores required are known to be manufactured by only 2 or 3 firms, negotiations may be held with the dealer, by the Purchase Committee.
- ii Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavour to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.

17. Acceptance of Stores

- i On receipt of the stores, a receipt voucher in the prescribed proforma should be filled by the stores section giving equipment register number, the date as applicable, test report number and other details if any. The proforma shall be forwarded by the stores section to the Indenter within a day. The Indenter will complete inspection and acceptance of goods, normally within a day or maximum within 15 days depending on the nature of goods. After certification and acceptance by the indenter, the proforma / vouchers will be forwarded to stores section which would take the item in the stock register and forward to the Administrative Officer for verification and certification. After certification the same shall be forwarded to the Finance Officer for making payment.

18. **Payments**

- i All bills for payment shall be dealt with by the accounts section. Before making payment, the bill shall be verified with the purchase order, receipt voucher, acceptances of stores by indenter and approval of competent authority. All payments should be made within the time limit in the purchase order / bill.
- ii Advance payment
 - a. No advance payment shall normally be made. However, in cases where the Vendor will not supply the item without an advance, the payment can be drawn after collection of proforma invoice for items costing less than Rs 100,000/-.
 - b. For items costing more than Rs.100,000/-, the total cost may be given against bank guarantee for the whole amount.
 - c. In case of imports, when payment against sight draft / advance dollar draft is a condition, such payments may be allowed after obtaining a proforma invoice and with the approval of the Director subject to the limit prescribed by the RBI.
 - d. If the import is through the local agent in India, a bank guarantee could be collected from the local agent and advance payment be made by FDD to the Principal.
- iii In case of Annual maintenance contracts/ repairs, advance payment sufficient to cover one-year AMC charges can be allowed by the sanctioning authority. In cases where the AMC payment is for more than a year specific approval of the Director shall be obtained.
- iv Any other payment terms can be accepted in exceptional cases on the approval of Director with concurrence of Finance.
- v A penalty clause should be built into the terms and conditions while placing the orders where advance is to be given. However, if the approving authority is satisfied, that the delay occurred for reasons beyond control, this clause may be waived off.

19. **Terms Of Payment**

- i The normal terms of payment will be “100 per cent payment” within 30 days after receipt and acceptance of goods in good condition.
- ii Other terms of payment may be accepted by the sanctioning authority
- iii All the above conditions could be dispensed with by the Competent Authority in the following cases:
 - a. Where the vendor is of high repute and the material will not be delivered without advance payment.
 - b. The Purchase Committee after examining the advance issue recommends advance payment.

20. **Acceptance Of Excess/Short Supply**

Where it is absolutely necessary to accept variations in supply up to five per cent in quantity, the same may be accepted by the Administrative Officer after getting approval of the Director. Formal amendments to purchase orders on such effect shall be made and issued to the vendor.

21. **Price Increase due to Statutory Levies**

Where the price increases asked for by suppliers are due to any governmental action or due to statutory variations in the rate of customs duty, excise duty, sales tax, etc. beyond the control of the supplier, full increase as correctly applicable may be allowed,

provided the terms of offer envisaged such price change. The entire matter regarding such escalations should be placed at the Purchase Committee, before amendments are made in orders.

22. Procurement/Loan of Goods from Government Departments

It may be necessary to procure goods straight from Government departments /undertakings/ autonomous bodies when such materials are difficult to procure or not readily available from the open market. In such cases, it is not necessary to resort to tendering procedure but instead, purchase may be done on the rates given by such institution (single tender procedure).

23. Development of an Indent

For specialised items where specifications cannot be decided by an indenter, negotiations may be carried out with the probable supplier(s) and also experts from other organisations and an indent may be developed. Development indent shall be prepared with the approval of the Equipment Committee of SACON and the Director. Purchase procedure for this will be the same as in the case of “single tender purchase”.

24. Order For Fabrication

All purchase procedures specified /stipulated in these rules shall be applicable to work orders for fabrication, supply and erection and / or commissioning

25. Cost Of Tender Documents

The cost of tender documents shall be 0.1% of the value of the item(s) rounded up to the nearest thousand.

26. Insurance

- i Consignments over Rs 50,000.00 shall normally be insured. Insurance may not be taken if the payment is to be made on delivery.
- ii Irrespective of the value, consignments for which advance payment has been made, shall be insured

27. Deviations

Where deviations from standards, terms and conditions of the above are considered necessary, recommendations of the Purchase Committee and approval of the Director is to be obtained before effecting the deviations.

Purchase Indent

INDENT NO. _____

DATE: _____

1. The following items are required for _____ SACON / project and may kindly be procured. (*Separate items to be indented for each class*).
SI.No. Detailed specification of the stores
 Quantity
 Estimated cost
2. Certified that to the best of our knowledge, the items indented are the proprietary item of M/s _____ and is marketed by their only authorized distributor M/s _____ in India. We shall be held responsible in case the certificate is found to be incorrect.
3. The requirement could not be anticipated earlier, is emergent in nature. The items are required for SACON / Project _____ and the deadline for delivery is _____. The consequence if the item is not procured within the dead line is _____.
4. The details about the life of the equipment, availability of spares, ease of maintenance etc.
5. The delivery of the item is required by _____.
6. The availability of funds
- Name of the project / SACON
- Budget Provision
- Whether necessary fund is available to process this item. Yes/ No
(This should be commensurate with the delivery Schedule)
7. The installation requirements like area, power, civil works etc. are ready Yes/ No/Not applicable.
8. The list of available vendors, their addresses and websites wherever available.
9. The inspection schedule for the item is as under:
10. Certified that the item is not available in stores.
11. Signature of the indenter Head of Department / Project Investigator

Certificate from Administration:

1. Indent serial No. as per purchase register:
2. Certificate about fund availability:
3. The Proprietary certificate/ emergency certificate if applicable furnished:
4. Whether the item is a restrictive item as per the EXIM policy:
5. Whether the provisions of officials language Act has been complied with:
6. Whether samples are required:
7. Whether delivery required in batches:
8. Whether the delivery schedule as per indent is realistic. If not, please intimate indenter:
9. Whether training required:
10. Whether clubbing of demand is possible:
11. Any other conditions that is required:

(* strike out if not applicable)

Certified that the above informations have been collected after discussion with the Project leader.

Recommended for inviting Limited tender/ open tender.

Administrative Officer

BID SECURITY

Whereas _____¹ (*hereinafter called "the Bidder"*) has submitted its bid dated _____ (*date of submission of bid*) for the supply of _____ (*name and/or description of the goods*) (hereinafter called "the Bid"). KNOW ALL PEOPLE by these presents that WE _____ (*name of bank*) of _____ (name of country), having our registered office at _____ (*address of bank*) (hereinafter called "the Bank"), are bound unto _____ (*name of Purchaser*) (hereinafter called "the Purchaser") in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20 ____.

THE CONDITIONS of this obligation are:

- 1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form;
- OR
- 2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee shall remain in force up to and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)

1 Name of Bidder

PERFORMANCE SECURITY

To: (Name of Purchaser)

WHEREAS _____ (Name of Supplier) hereinafter called "the Supplier" has undertaken , in pursuance of Contract No. _____ dated, _____ 20__ to supply _____ (Description of Goods and Services) hereinafter called "the order". **AND WHEREAS** it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the Supplier a Guarantee: **THEREFORE WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of _____ (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the order and without cavil or argument, any sum or sums within the limit of _____ (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. This guarantee is valid until the _____ day of _____ 20_____.

Signature and Seal of Guarantors

Date _____ 20_____

Address _____

All correspondence with reference to this guarantee shall be made at the following address:

(Name & address of the Centre)

BANK GUARANTEE FOR ADVANCE PAYMENT

To: *(name of Purchaser)*
(address of Purchaser)
(name of Contract)

Sir:

In accordance with the provisions of the Purchase Order no. _____, dated _____, M/s _____, *(name and address of Supplier)* (hereinafter called "the supplier") shall deposit with *(name of Purchaser)* a bank guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of *(amount of guarantee * (in words))*. We, the *(bank or financial institution)*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to *(name of Purchaser)* on his first demand without whatsoever right of objection on our part and without his first claim to the Supplier, in the amount not exceeding *(amount of guarantee)* (in words)*. We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between *(name of Purchaser)* and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification. This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the contract until _____.

Yours truly,
Signature and seal:
Name of bank/ financial institution:
Address:
Date: _____

* An amount is to be inserted by the bank or financial institution representing the amount of the Advance Payment.

'ANNEXURE -D' PROPRIETARY ARTICLE CERTIFICATE (PAC)

(To be submitted by the indenter along with the indent)
Certified that to the best of our knowledge, the items indented vide indent No..... datedare manufactured by M/s only.
There is no other option for the Centre except to purchase this item(s). I/We shall be held responsible in case the certificate is found to be incorrect.

Signature of Indenting Officer
Designation:
Signature of Head of Department
Date:

XII. FINANCE MANUAL

1. Receipt of money

- i All moneys received by or on behalf of SACON shall be deposited into the Bank(s) approved by the Governing Council of SACON. The Finance Officer shall ensure that such moneys are deposited without delay and shall send a report of the same to the Director, SACON by the end of the week during which such money was received.
- ii Issue of receipt: Receipts for money received shall be issued in S.F.M. Form 1, by the officer(s) authorised to do so by the Director. The receipt books shall be kept in the safe custody of the authorised Officers. The receipt book and the pages should have continuous numbering, and the number of forms contained therein shall be recorded in a conspicuous place on the book and signed by the Finance Officer. Counterfoils of used receipt books shall be in the custody of the Finance Officer. Duplicate receipt, shall not be normally issued, and if it is necessary to issue a duplicate receipt, this shall be clearly marked as such, and issued under intimation to the Director.

iii Bank Accounts

SACON will maintain different accounts in the bank(s) approved by Governing Council. The accounts to be maintained are:

- a. SACON General A/C: All funds received from Ministry of Environment and Forests, Government of India for the Centre, will be deposited in this account
- b. SACON Hostel A/C: All receipts towards use of hostel, including HRA, Licence Fees, Guest charges to be deposited in this account
- c. SACON FERA A/C: All foreign exchange funds to be deposited in this account.
- d. Staff Welfare Fund: 5% of all earnings of SACON, SACON Divisions or SACON Projects to be deposited in this account
- e. SACON CPF A/C: All contributions of the Contributory Provident Fund to be deposited in this account.
- f. SACON EIA A/C: All EIA projects funds to be deposited in this account
- g. SACON Nature Education A/C: All nature education projects / funds to be deposited in this account
- h. SACON Laboratory Minor Projects A/C: The funds received by the laboratory (excluding project funds) for analysis of samples, training etc. to be deposited in this account
- i. SACON Corpus A/C: 40% of all earnings of SACON, SACON Divisions or SACON Projects to be deposited in this account.
- j. SACON Research Contingency Fund A/C: 35% of all earnings of SACON, SACON Divisions or SACON Projects to be deposited in this account. Any specific fund / donation for research development other than for specific research projects to also be deposited in this account.
- k. SACON Project Administration Fund A/C: 20% of all earnings of SACON, SACON Divisions or SACON Projects to be deposited in this account.
- l. SACON short-term projects A/C: The funds for all projects of a duration of six months or less will be deposited into this account, which will be common to all short-term projects
- m. SACON projects A/C: Separate accounts will be opened in the name of each of SACON projects of duration of over six months.
- n. Scientist's A/Cs: Separate accounts to be opened and operated by SACON scientists.
- o. Any other account as may be considered necessary by the Director, SACON.

2. Expenditure and Payment of Money
 - i No officer shall incur any expenditure or enter into any liability involving expenditure or transfer of moneys for investment or deposit from SACON Account, unless such expenditure or transfer as the case may be has been sanctioned by the orders of the Governing Council of SACON.
 - ii Every officer incurring or authorising expenditure from SACON funds shall be guided by high standards of financial propriety. Every officer authorising expenditure shall ensure strict economy at every stage and see that all relevant financial rules and regulations are adhered to as stipulated in the SACON Financial Manual.
 - iii No officer shall exercise his / her powers of sanctioning expenditure to pass an order which will directly or indirectly be to his/her own advantage.
3. The Finance Officer shall ensure that the total expenditure is kept within the limits of the amount approved by the Governing Council or the project funding agency and also see that the expenditure incurred is only for the purpose for which the amount was allotted.
4. Preparation of bills. – The following shall be observed for the preparation of bills:
 - i. Printed forms of contingency voucher as given in S.F.M.2 shall be used.
 - ii. Each expenditure supported by the prescribed voucher, shall be passed.
 - iii. All vouchers shall be filled in and signed in ink clearly and legibly. The amount of each bill shall, as far as whole rupees are concerned be written in words as well as in figures.
 - iv. Erasures and over-writing in any bill should be avoided. If corrections are necessary, the incorrect entry shall be cancelled neatly in red ink, and the correct entry inserted. Each such correction or any interpolation deemed necessary should be authenticated by the Finance Officer setting his/her signature with date against each. The staff who incurs expenditure shall be individually responsible for the same, irrespective of the approval of the competent authority.
 - v. The full accounts classification must be recorded on each bill by the Finance Officer, according to the classification in the budget.
 - vi. Charges against two or more major heads shall not be included in one bill.
 - vii. When bills are presented on account of expenditure incurred under any special orders, a copy of the order sanctioning the charge shall be quoted and attached to the bill.
 - viii. Dates of payment shall, when possible, be noted by the payees in their acknowledgements in sub-vouchers and acquittance rolls. If, for any reason (such as illiteracy or the presentation of receipts in anticipation of payment), the dates of payment are not recorded by the payee, the date of actual payment shall be noted by the Disbursing Officer on the documents under their initials either separately for each payment or by groups as may be found convenient.
 - ix. The space left blank either in the columns amount to be shown or for particulars of the bill shall invariably be marked by oblique lines.
5. Signature and counter—signature on bills
The Director may authorise the Finance Officer/ or any other officer in the grade pay of Rs. 4200 and above to countersign and sign/approve any bill of SACON:
6. No payment shall be made on a bill unless the same has been countersigned by the authorised officers

7. Approval for the expenditure
The authority of approval of expenditure will be as per delegation of financial powers in these rules. The Director may also delegate authority of approval for expenditure of non project funds up to Rs 50,000/- within approved budgets, to a Scientist of SACON.
8. Scrutiny, safe custody and surrender of cheque books
- i. Cheque books shall, on receipt from the bank, be examined by the Finance Officer who shall certify the number of forms on the flyleaf.
 - ii. Cheque books must be kept under safe custody in the office of the Finance Officer.
 - iii. In cases where withdrawal of funds by cheques are no longer necessary or where the particular bank account is closed, all the cheque forms or cheque books which remain partly or wholly unused shall be surrendered to the bank.
9. Attestation, alteration in a cheque
- i. All corrections and alterations in a cheque shall be attested by the Director or any officer authorised by him by putting full signature.
 - ii. All cheques issued shall normally be crossed. Uncrossed cheques may be issued at the special written request of the payee.
10. Period of validity of a cheque
The validity of cheques shall be as per the rules of the banks.
11. Procedure for revalidation of a time-barred cheque
A time-barred cheque may be received back by the drawer, and in case where the amount was not cancelled and written back in the accounts and if is not older than one year from its original date, may be revalidated under the signature of the drawer by changing the date; otherwise, a new cheque may be issued in lieu thereof, after he/she satisfies himself about the reasons for its non-encashment and also justification for revalidation or issue of a new cheque.
12. Procedure for cancellation of a cheque
- i. When it is necessary to cancel a cheque, the prior approval of the Director will be obtained and the following procedures will be followed:
 - a. In cases where the cheque is not issued, its cancellation shall be recorded with date and signature by the Finance Officer on the counterfoil and the cheque shall be defaced;
 - b. Where it is issued and withdrawn, its cancellation shall be recorded with date and signature by the Finance Officer on the counterfoil and the cheque shall be defaced; and entries in accounts shall suitably be reversed;
 - c. If the cheque is not in the drawer's possession, after satisfying him / her self with reference to his records (namely, payment and error scrolls and register of cheques delivered) that it is not paid, he should promptly send an intimation by registered post (acknowledgement due) to the Bank on which it was drawn to stop payment of the cheque.
 - ii. A cheque remaining unpaid for any reason, six months after its issue and not surrendered for renewal shall be cancelled by the Finance Officer stating the reason. The amount shall also be written back in the accounts.

13. Lost Cheques

A request for the issue of a cheque in lieu of a cheque alleged to be lost may be entertained provided the Finance Officer is satisfied that the cheque has not been encashed. In such cases, the Finance Officer will intimate the bank cancelling the lost cheque, and record its cancellation with dated signature on the counterfoil and issue a fresh cheque in lieu of the lost cheque provided the person requesting for the issuance of a fresh cheque in lieu of the lost one executes an Indemnity Bond in Form No.S.F.M.3.

14. Due date for payment of Salaries

- i Subject to any such special orders as may be issued by the Director, SACON, salaries shall be paid on the last working day of the month to which it relates. However, the pay and allowances for the month of March shall be paid only on the first working day of April.
- ii If the bank, in which SACON has its account, is not open for transacting business on the last working day, the salary shall be drawn and disbursed on the day preceding the closed day(s) of the bank.

15. Income-tax deductions.

Deduction on pay bills on account of Income-tax shall be made in accordance with the relevant provisions of the Income-tax Act, 1961 (43 of 1961) as amended from time to time and the rules and orders issued thereon.

16. Provident fund, licence fee and any other deductions shall be made in the pay bill of the relevant month.

17. Increment Certificate

Where periodical increments are granted to the employees of SACON, the pay bill shall be supported by an increment certificate duly approved by the Director of SACON.

18. Maintenance of Accounts

- i The Finance Officer shall be in charge of maintaining accounts for the grant received by or on behalf of SACON. The accounts maintained shall be in conformity with the general accounting standards laid down by the Institute of Chartered Accountants of India and the accounting standard suggested by the Comptroller and the Auditor General of India.
- ii All aspects of the accounting of SACON, from receipt of funds to preparation of utilisation certificates, will be computerised with multi user access to ensure efficient submission and passing of bills, and efficient retrieval of financial reports by authorised individuals.
- iii The Finance Officer shall submit a fortnightly report to the competent authority, of the receipts and expenditure incurred by SACON under recurring, non-recurring, and projects, and the fund balances under each head.

19. Handling of cash. – The Finance Officer or the employee designated so by the Director, shall be in charge of handling cash and shall observe the following rules:

- i He/She shall be required to maintain an Imprest Cash Book
- ii All monetary transactions shall be entered in the Imprest Cash Book as soon as the transactions are effected and attested by the Finance Officer
- iii The cash book shall be closed at 4.30 p.m. every day or any time approved by the Director.
- iv The Finance Officer shall sign the Cash Book and shall physically verify the cash and record the same in the cash book everyday.

- v The Director shall also undertake surprise checking of cash, as and when he finds it necessary to do so.
- vi The Cash books shall be bound in convenient volumes and their pages machine-numbered. Before bringing a cash book into use, the Finance Officer should count the number of pages and record a certificate of count on the first page of the cash book and set his/her signature below with date.
- vii For the receipt of bank drafts, cheques daily entry to be made in the Register of Values given in Form S.F.M. 4 which shall be used as a cross reference while making entry.
- viii Cash and other valuables shall be kept in the safe custody of the Finance Officer., in an adequately strong cash chest or almirah,

20. Imprest Accounts

- i The Director SACON, may authorise that imprest accounts will be maintained by the following officers for the day to day expenditures of SACON and its projects:
- ii The Finance Officer will be in charge of handling the cash of an imprest account of Rs 20,000/- for making necessary office purchases, official arrangements, minor maintenance of office buildings and estate, for fuel and maintenance of vehicles, and other incidental expenditure in the functioning of SACON.
- iii The Officer authorised to handle cash in Imprest Accounts shall be required to maintain an Imprest Cash Book and all monetary transactions shall be entered in the Imprest Cash Book.
- iv He/She shall periodically submit a bill with all vouchers of expenditure incurred from imprest account, along with the imprest account cash book maintained by him/her. On being passed, the bill amount will be reimbursed so as to maintain the imprest account at the amounts stipulated above.
- v The PI of the projects are authorised to maintain imprest accounts of Rs 15,000/- from their project funds to incur day to day expenditure in executing project works. He/She shall periodically submit a bill with all vouchers of expenditure incurred from imprest account. On being passed, the bill amount will be reimbursed so as to maintain the imprest account at the stipulated amount.
- vi Project Operational Accounts: All scientific and administrative staff and research fellows, who draw advances from SACON will open an account with SACON's bank to take advantage of facilities such as net banking, ATMs and Debit Card.
- vii The details of such a bank account should be intimated to the office, and this account should be exclusively utilised for expenditures related to SACON and its projects.
- viii All advances will be deposited by the office only in such notified accounts.
- ix The bank statement / pass book should be submitted to the Office on demand for verification of fund movement and interest accrued.
- x The interest that accrues in the account should be used only for official purposes by the concerned scientist, and accounted for accordingly.

21. Contracts

- i The authority competent to enter into contract on behalf of Governing Council shall be the Director, SACON
- ii Any type of contract up to a value of Rs.10 lakhs shall be made by the Director, SACON, exceeding which the contract shall be made only with the specific approval of the Governing Council

- iii The terms of a contract once entered into shall not be amended without the consent of the Governing Council
 - iv No contract involving an uncertain or indefinite liability or any condition of an unusual character shall be entered into
 - v Where escalation in respect of labour, over-heads, custom duties, freight, raw materials etc. is provided for in the contract, the basis for the calculation of the same shall be clearly indicated.
 - vi If extension of time for performances beyond the time-frame originally fixed or subsequently re-fixed is considered necessary, escalation may be granted by the Director without allowing any escalation of price, under the price variation clause coming into force during such an extended period. The Director shall ensure that SACON will not have any financial loss by such extension of contract.
 - vii Before entering into a contract or an agreement, all pros and cons shall be considered and validity of contractual documents shall be ensured. Effective administrative machinery shall also be set up to keep a vigil on the performance of parties concerned.
 - viii In the case of purchase of plant and machinery and equipment from foreign countries, whenever practicable and advantageous contracts shall be placed only after global tenders have been openly invited.
22. Defalcation and Losses: Report of losses
- Any loss of shortage of funds, stamps, stores or other property belonging to SACON, caused by defalcation or otherwise including losses and shortage noticed as a result of physical verification, which is discovered by any officer, shall immediately be reported to the Director, even if such loss has been made good by the person responsible for it.
23. Accidents
- Any serious loss of immovable property, such as buildings, communications, or other works, caused by fire, flood, cyclone, earthquake or any other natural cause, shall be reported immediately by the officer concerned to the Director who in turn shall intimate the GC.
24. Responsibility for losses
- Every officer shall be held personally responsible if she / he contributed to the loss by his own action or negligence.
25. Budget And Appropriations: Presentation of Budget Estimate to the Governing Council
- SACON shall place the Budget Estimate showing the estimated receipts and expenditure of the Centre in respect of a financial year, three months before the commencement of the year.
26. Form of presentation of expenditure estimate
- The estimates shall show separately the expenditures on revenue account and on capital accounts. The budget shall normally have the following provisions:
- i. Revenue Expenditure
 - a. Salaries and Establishment expenditure
 - b. Wages
 - c. Office expenditure
 - d. Research and Development
 - ii. Capital Expenditure
 - a. Land and buildings
 - b. Equipment

c. Library

iii. The detailed format for Budget Estimate is given in the Form S.F.M.5.

27. Revised Estimate

If the amount provided for in the sanctioned budget in a financial year is found to be insufficient or when a need has arisen during that year for supplementary or additional expenditure upon some new items, not contemplated in the original budget for that year, the SACON shall submit a Revised Estimate at the close of the six monthly period and also project its requirement for meeting the capital as well as the revenue for the remaining part of the year. The Budget Estimate and Revised Estimate shall be submitted to the Finance Sub-Committee and Governing Council.

28. Appropriation of Fund

- i The Director, SACON shall have full powers to re-appropriate the funds whenever found absolutely necessary
- ii The Director, SACON shall place a report of the same at the first meeting of the GC after making such re-appropriation

29. Carry forward of unspent amount

The SACON shall have the right to carry forward the amount to the next financial year under intimation to the funding authority. Such carry forward amount shall be utilised for meeting the expenditure of the financial year to which the amount was carried forward or to pay the bills emanating from the preceding year.

30. Control of Expenditure

- i The Finance Officer shall be the Controlling Office and shall be responsible for the control of expenditure against the sanctioned grants.
- ii The Controlling Officer shall be in a position from month to month to estimate the likelihood of savings in and excesses over grants and appropriations.
- iii The Controlling Officer shall send a report to the Director once in a fortnight on the expenditure incurred and the savings and excesses over grants and appropriations.
- iv The Controlling Officer shall send a report to the PI of the project once in three months on the expenditure incurred and the savings and excesses over grants and appropriations.
- v The following procedure shall be followed by every Controlling Officer in submitting claims for money
 - a. He/she shall prepare and present bills separately for capital and revenue expenditure.
 - b. He / she shall enter on each bill the complete accounts classification.
 - c. He/she shall enter on each bill the progressive total of expenditure up-to-date under the heads to which the bill relates, including the amount of the bill on which the entry is made and also indicating the balance amount available under the particular head.

31. Alterations of Establishment

All proposals for additions to establishment which are of permanent nature or for an increase in the emoluments of the existing posts where the Director is not the appointing Authority shall be scrutinised by the Director and submitted to the Governing Council for its approval.

32. Temporary/contract appointment

The Director, SACON shall appoint any person on contract basis or on daily wages, for work of any nature where the total emoluments per annum do not exceed Rs.2.4 lakh. Such appointments shall be intimated to the Governing Council before the close of the financial year in which such appointment/s were made.

33. Date of Birth

- i Every person newly appointed to a service or a post in SACON shall at the time of the appointment declare the date of birth by the Christian era with as far as possible confirmatory documentary evidence such as matriculation certificates or panchayats /municipal birth certificate
- ii The actual date or the assumed date determined under Rule 34.i shall be recorded in the history of service, service book or any other record that may be kept in respect of the employee of SACON. The date of Birth once recorded, shall not be altered, except in the case of a clerical error or subsequently authenticated proof.
- iii If an employee is unable to state his exact date of birth but can state the year or year and month of birth, the 1st of July or the 16th of the month, respectively, shall be treated as the date of his birth
- iv If he/she is only able to state his approximate age, his date of birth shall be assumed to be the corresponding date after deducting the number of years representing his age from his date of appointment.

34. Service Books

- i On the 1st of April of every year the Service Books shall be verified by the Administrative Officer. After satisfying himself that the services of the employees of SACON concerned are correctly recorded in each of the Service Books, he shall record in each case a certificate and get it countersigned by the Director.
- ii Where an employee of SACON has opted for deputation, the Administrative Officer shall verify the services, with reference to pay bills and acquittance rolls, in respect of the whole period during which the employee was with SACON and get it signed by the Director before forwarding the Service Book to the office where the employee is being deputed.
- iii In the case of an employee of SACON who is relieved on transfer/deputation to another office in the middle of a month and his pay and allowances are drawn in the former office to the end of the previous month, verification of service shall be done only in the respect of that period, and the verification of service for the remaining period shall be done in the office to which the employee of SACON is transferred.
- iv A certified copy of a Service Book may be supplied on payment of Rs.100/- to an employee of SACON who asks for it on quitting the services of SACON by retirement, discharge or resignation.
- v The leave accounts of the employees of SACON shall have the attestation of the Administrative Officer and all other entries shall be attested only by the Director, SACON.

35. Stores

The term 'stores' used in this section applies generally to all articles and material purchased or otherwise acquired for the use of SACON, including not only expendable and issue-able articles in use or accumulated for specific purposes but also articles of dead stock of the nature of plant, machinery, instruments, furniture, equipment, fixtures

and livestock but excluding books, publications, and periodicals in the library of SACON.

- i On 31st March of each year, the Director shall constitute a Committee for physical verification of stores of that relevant financial year. The Committee shall comprise the following members:
 - a. A staff from Administration other than the stores-in-charge
 - b. One faculty member
 - c. Administrative Officer
- ii In making a physical verification, the following guidelines shall be observed.-
 - a. The verification shall be done only by the members of the Committee constituted by the Director for this purpose.
 - b. The Committee shall submit its report within one month from the date of commencement of the physical verification.
 - c. All discrepancies noticed shall be brought to record immediately so that the stores account may represent the true state of the stores and
 - d. Shortages and damages, as well as unserviceable stores, shall be reported and immediate steps taken to repair, restore or write-off as found fit by the Committee.
- iii Dead stock
 - a. An inventory of the dead stock shall be maintained in SACON. Such register shall contain particulars related to the number received, the number disposed of (by transfer, loss, sale, etc.) and the balance in hand of each kind of article. The following guidelines have to be strictly adhered to for maintenance of dead stock
 - b. The inventory shall ordinarily be maintained at the site of the dead stock.
 - c. Articles of dead stock shall be verified at least once a year and the result recorded in the inventory. All discrepancies noticed shall be properly investigated and brought to account immediately so that the inventory may represent the true account.
- iv Inspection of stores

A periodical inspection of stores shall be made by the Administrative Officer, who shall submit a report of surplus and obsolete stores to the Director. The inspection shall be made only once in three months in the case of perishable stores, and once in six months in case of other stores
- v Sale and Disposal of stores and write off of stores.

The prior sanction of the Director shall be obtained for writing off of all losses and deficiencies in the value of stores.
- vi Procedure for disposal of stores
 - a. The items to be declared obsolete /surplus /unserviceable shall be examined by a Committee constituted by the Director.
 - b. The Committee appointed shall be competent to declare an item of stores as obsolete, surplus or unserviceable and recommend for its disposal.
 - c. The Committee shall arrange to get a certificate from the manufacturers on the life period of the particular item.
 - d. The Committee shall take into account the prescribed or stipulated life-period of the stores. In case, such period is not prescribed /stipulated or it is not over, the Committee shall examine the conditions of stores and record suitable reasons. If an item has become obsolete /surplus / un-serviceable on account of negligence, fraud or mischief on the part of any employee of SACON, the same shall be clearly recorded and the Committee shall

recommend the mode of recovery from the employee concerned to make good the loss.

- e. Where the life period has been prescribed or stipulated and is already over, it should normally be taken as enough ground for declaring the item obsolete and unserviceable.
- f. In other cases, where the life period is not over or no life period has been prescribed or stipulated, but the Committee finds it unserviceable, the reason for considering it unserviceable and for writing off shall be recorded in detail.
- g. An item may be declared obsolete/surplus if it cannot be used any longer by SACON. Reasons for the same shall be recorded.
- h. The Committee comprising the following members shall recommend the disposal of stores; i) Administrative Officer, ii) Finance Officer, iii) A member from faculty having knowledge of the particular store.
- i. Each order declaring the stores as obsolete, surplus, or unserviceable shall specify the full reasons for declaring them as such and proper records of all such stores shall be maintained for disposal thereof.
- j. All stores which may be declared as obsolete, surplus, or unserviceable and ordered to be disposed shall be disposed off by sale or otherwise under the orders of the Director.
- k. Guidelines to be followed in disposal of stores.-
 1. Where the articles are sold by public auction, the Director shall invariably attend the auction and shall arrange to record the final bids.
 2. All the Committee members shall be present when the articles are sold and released.
 3. A report of the stores for disposal shall be prepared in Form S.F.M.6. The report shall be signed by all the members of the Committee after satisfying that all the surplus stores have been correctly included in the surplus report. The report shall have the approval of the Director.
 4. A sale account shall also be prepared in Form S.F.R. 7. The Sale account shall be signed by all the Committee members after comparing the entries made in the Sale Account with the report of the surplus store. The Sale Account shall have the approval of the Director.
 5. The sale proceeds shall be deposited with the Finance Officer who shall ensure that such receipts are promptly deposited in the Bank. The Finance Officer shall also issue a receipt for the same as soon as the sale proceeds were realised.
 6. The Committee shall also ensure that the time-lag between the declaration and actual disposal of stores is minimised.

36. Special procedures for purchase, physical verification and disposal of library books

The library books are different from other stores. The following procedure shall be observed for purchase, write off, disposal of mutilated/damaged books and physical verification of books in the library of SACON.

- i. Librarian /Asst. Librarian / library in charge may compile the requirement of books, journals both Indian and foreign from the faculty and researchers. He shall obtain the budget allocation for the relevant financial year from the Finance Officer, and shall submit it for approval of the Library Sub-Committee.
- ii. The Finance Officer shall examine the requirements and finance positions and shall forward his/her recommendations to the Director for approval.
- iii. After obtaining the Director's approval the Librarian may place orders for the books/journals.

- iv. Wherever advance payment has to be made both for Indian and foreign periodicals, separate request shall be placed by the Librarian to the Library Committee for its recommendations and get the approval of the Director.
37. Library Committee
- i The Library Committee shall comprise the following members;
 - a. All Head of divisions
 - b. Librarian
 - ii The above Committee shall be responsible for recommending the purchase of books, subscription to journals and disposal of library books.
38. Physical verification of Library books
- i. A Committee shall be constituted by the Director every year for physical verification of the library books. The Committee shall consist of the following members; a) a staff from Administration / Accounts, b) a faculty member
 - ii. Complete physical verifications shall be done at the close of every financial year and a report submitted to the Director by the above Committee
 - iii. The Committee shall include in its report the details on the missing, mutilated, damaged volumes/books, if any
39. Being the custodian of library books, journals and all library material, the Librarian or Library in charge shall be responsible for stock verification and up-keep of library.
- i. The Librarian / Library in charge must ensure that no loss of books or journals takes place from the Library.
 - ii. Librarian / Library in charge shall conduct verification of the stock once in every three months and report the same to the Director.
40. Disposal /writing of Library books
- i The Library Committee shall give its recommendations for the disposal of the library books. The following guidelines shall be followed by the Library Committee before giving its recommendations.
 - ii The Committee before recommending writing off of missing books shall make a thorough investigation of the matter and if the loss is found genuine shall record the same.
 - iii While recommending for writing off of missing library books, the Committee shall ensure that the loss cannot be attributed to the integrity or negligence on the part of Librarian/Asst. Librarian / library In charge or any employee of SACON.
 - iv All recommendations for the disposal/writing off the Library books/journals shall be done only in the best interest of SACON.
41. Works
- i For works contract (including sanitary, water supply and electric installation) whose value is less than Rs 5.00 lakhs for residential and Rs Rs 10.00 lakhs for non-residential, the Director shall be the sanctioning authority.
 - ii Any expenditure exceeding Rs 5.00 lakhs for residential and Rs 10.00 lakhs for non-residential, related to the construction of buildings, will require the prior approval of the Governing Council.
 - iii Detailed design and estimate for works exceeding Rs 5.00 lakhs for residential and Rs 10.00 lakhs for non-residential, shall be submitted to the Governing Council, while obtaining the financial sanction.

- iv Detailed design and estimates should be included in the provision for the works expenditure in the relevant year's Budget.
 - v Any anticipated or actual savings exceeding Rs.5.00 lakhs on a sanctioned estimate for a definite project shall not, without the Governing Council's approval, be utilised to carry out any additional work which was not envisaged in the original proposal.
 - vi To facilitate the preparation of estimates, a schedule of rates for each kind of work executed by the TN PWD shall be obtained and it should be ensured that the rates entered in the estimates are comparable with that of TN PWD rates. If the rates given in the estimate are not comparable with that of TN PWD rates, proper justification has to be recorded therein.
 - vii Sanction for carrying out the repairs to existing infrastructure to the extent of Rs 1,00,000/- in each case shall be given by the Director.
42. General principles of accounting the expenditure on works.
- i For every work there shall be a duly sanctioned detailed estimate.
 - ii Payments for all the works done shall be made on the basis of measurements recorded in Measurement Books and signed by the Contractor and countersigned by the Site Engineer/Administrative Officer.
 - iii Separate contingent bills shall be prepared for expenditure relating to works duly supported by the relevant documents, such as copy of agreement, copies of measurement books and purchase bills of materials.
 - iv In respect of articles of tools and plant purchased in connection with works, an annual Register to show receipts, issue and balances shall be maintained by the Accounts section. Such register shall be annually closed physically verifying the balance.
 - v A Register of buildings shall also be maintained by the Administrative Officer which shall be forwarded to the Finance Officer and Director at the close of the every financial year.
43. Expenditure incurred in connection with laying of foundation stone.
- Expenditure incurred in connection with laying of foundation stone/ inauguration ceremonies of SACON shall not exceed Rs.2 lakhs on each occasion. The provision for the same shall be given in the relevant financial year's budget.

S.F.M. 1	
RECEIPT	RECEIPT
Counterfoil (Office copy)	
No.	No.
Received from..... with letter No.....dated..... the sum of Rupees..... in cash/by cheque/by Bank draft on account of in payment of	Received from with letter No.....dated..... the sum of Rupeesin cash/ by Cheque/ by Bank Draft on account of.....in payment of.....
Initials	Signature
Rs. Designation	Rs. Designation

S.F.M.2

FULLY VOUCHERED CONTINGENT BILL

BILL No.

Date:

Ministry / Department/ Office of SACON/PROJECT

Detailed Bill of Contingent Charges for the month of

.....

Head of Account:

Number of Sub-voucher	Description of charges and number & date of authority for all charges requiring special sanction	Amount	
		Rs.	P.
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Passed for Rs..... (Rs.only) </div> <div style="width: 45%;"> Paid by Cheque No..... dt. for Rs..... </div> </div>		
	Finance Officer	Finance Officer	

DEED OF INDEMNITY FOR ISSUE OF A CHEQUE
AGAINST A LOST CHEQUE

THIS DEED OF INDEMNITY made on the date of BETWEEN.....
(1) son of resident of..... Or (2) Son of the name and style of
at or a company registered under the Indian Companies Act, 1913/
Companies Act, 1956 having its registered office at (hereinafter called the
Indemnifier' which expression shall unless excluded by or repugnant to the context be
deemed to include his heirs, executors, administrators, legal representatives, successors and
permitted assigns) of the ONE PART AND 'SACON' which expression shall unless excluded
by or repugnant to the context be deemed to include its successors or assigns) of the OTHER
PART.

WHEREAS on the day of..... cheque No..... dated.....
on..... (name of the Bank) for Rs..... was drawn by
..... in favour of the indemnifier.

AND WHEREAS THE Indemnifier has represented to the SACON that the said cheque has
been lost by him/during transmission by post to him.

AND WHEREAS at the request of the Indemnifier the SACON has agreed to issue a second
cheque for Rs..... being the amount of the said previous cheque No.....
dt..... upon the Indemnifier giving such indemnity as hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:-

(1) In consideration of the said premises and of the agreement on the part of the SACON in
issuing in favour of the Indemnifier a second cheque for Rs..... being the amount of the
previous cheque No..... dated..... the indemnifier do hereby agree and
undertake to refund to the SACON on demand and without demur the said sum of
Rs.....in presented to and paid by the bankers and to indemnify the SACON and
keep the SACON harmless and indemnified from and against all expenses which may be
incurred by the SACON in relation thereto or in connection therewith.

(2) The SACON agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the parties hereto have set and subscribed their respective hands
hereunto on the day and year first above written.

Signed by the said Indemnifier in the presence of:

- (1)
- (2)

Signed for and on behalf of SACON by Shri. (name and designation) in the
presence of:

- (1)
- (2)

S.F.M. 5
Budget Format

Receipt / Expenditure	Actual of the previous year	Budget Estimate of the previous year		Budget Estimate for the current year	Remarks
		Original	Revised		
1	2	3	4	5	6
Receipt: = Less: Expenditure					

S.F.M. 6

Report of Surplus, Obsolete and Unserviceable Stores for Disposal

Item No.	Particulars of Stores	Quantity / Weight	Book Value/ Original purchase price	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)	Remarks
1	2	3	4	5	6	7

Signature

Designation

Date

S.F.M. 7
Sale Account

Sl. No.	Particulars of stores	Quantity/Weight	Name and full address of Purchase	Highest bid accepted	Highest Bid rejected	Earnest Money realised on the spot	Date on which the complete amount is realised and credited into treasury	Whether the articles were actually handed over on the spot. If not, the actual date of handing over of the articles with quantities	Auctioneer's Commission and acknowledgement for its payment
1	2	3	4	5	6	7	8	9	10

S.F.M. 8

Form of Surety Bond

KNOW ALL MEN BY THESE PRESENTS THAT I,..... SON OFresident of..... in the District of at present employed as a permanent in the (hereinafter called the surety) am held and firmly bound up to the SACON which expression shall include his successors and assignees) in the sum of Rs..... (Rupees..... Only) with interest as hereinafter specified and all cost between attorney and client and all charges and expenses that shall or may have been incurred by or occasioned to the SACON to be paid to the SACON FOR WHICH PAYMENT to be well and truly made I hereby bind myself, my heirs, executors, administrators and representatives firmly by these presents. As witness my hand this day of One thousand nine hundred and.....

WHEREAS the SACON has agreed to grant to son of, a resident of..... in the district of at present employed as temporary in the (hereinafter called, the borrower) at the borrower's own request an advance of Rs..... (Rupees only) for the AND WHEREAS THE BORROWER has undertaken to repay the said amount in..... equal monthly instalments with interest as calculated at the rate and in the manner prescribed as per the SACON Advance Rules, 1999, thereon or on so much thereof as shall for the time being remain due and unpaid calculated at fixed SACON rates in force for SACON loans from the day of the advance.

AND WHEREAS in consideration of the SACON having agreed to grant the aforesaid advance to the Borrower the Surety has agreed to execute the above bond with such condition as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN Bond is that if the said Borrower shall, while enjoyed in the said DULY and regularly pay or cause to be paid to the SACON the amount of the aforesaid advance owing to SACON by installments with interest as calculated in the aforesaid manner thereon or on so much thereof as shall for the time being remain due and unpaid calculated at fixed SACON rates in force for SACON loans from the day of the advance until the said sum of Rs..... (Rupees Only) with interest as shall be void, otherwise the same shall be and remain in full force and virtue.

BUT SO NEVERTHELESS that if the Borrower shall die or become insolvent or at any time cease to be in the service of the SACON, the whole or so much of the said principal sum of Rs..... (Rupees Only) thereof as shall then remain unpaid and the interest from the day of the advance shall immediately become due and payable to the SACON and be recoverable from the surety in one installment by virtue of this bond.

The obligation undertaken by the Surety shall not be discharged or in any way affected by an extension of time or any other indulgence granted by the SACON to the said borrower whether with or without the knowledge or consent of the Surety.

The SACON have agreed to bear the stamp duty, if any, for this document.

Signed and delivered
by the said.....
.....
at
this.....
of

.....
(Signature of Surety)
(Designation)
Office to which attached
.....
In the presence of
(i)
(ii)

Signature,
Address and occupation of the witnesses

XIII. Travel Allowance and Daily Allowance

1. Entitlements for Journeys on Tour

i Travel Entitlements within the Country

Grade Pay (1)	Travel Entitlements (2)
Rs 10,000/- and above	Business/ Club class by Air/AC First Class by train
Rs 7600, Rs 8700 and Rs 8900	Economy Class by Air/AC First class by train
Rs 5400 and Rs 6600	Economy class by air/AC II tier class by Train
Rs 4200, Rs 4600 and Rs 4800	AC II Tier class by Train
Below Rs 4200	First class/ AC III Tier/ AC Chair Car by Train

ii International Travel Entitlement.

Officers drawing grade pay of Rs 10,000 and above	Business/ Club class
Others	Economy Class

iii Entitlement for journeys by Sea or by River Steamer

Grade Pay	Entitlement	
	River Steamer	Between mainland and A&N Is and Lakshwadeep Is and within the islands
Rs 5400 and above	Highest class, Deluxe Class	Deluxe Class
Rs 4200, Rs 4600, Rs 4800	If there be two classes, the lower class	First / `A` Cabin Class
Rs 2400 and Rs 2800	If there be two classes, the lower class	Second / `B` Cabin Class
	If there be three classes, the middle or the second class	
	If there be four classes, the third class	
Less than Rs 2400/-	The lowest class	Bunk Class

iv Entitlement for Journeys by Road, by public / bus / auto rickshaw / scooter /motor cycle, full taxi / taxi / own car:

Grade Pay	Entitlement
Rs 10,000 and above	Actual fare by any type of public bus including air- conditioned bus OR Actual fare by AC taxi / taxi for journeys by AC Taxi / taxi OR Actual fare by auto rickshaw for journeys by auto rickshaw At prescribed rates for own scooter, motor cycle, moped etc.
Rs 4200, Rs 4600 and Rs 4800Rs 5400, Rs 6600, Rs 7600, Rs 8700 and Rs 8900	Same as for grade pay Rs 10,000 and above, except that journeys by AC taxi is not permissible.
Rs 2400 and above but less than Rs 4200	Actual fare by any type of public bus other than air-conditioned bus OR Actual fare by auto rickshaw for journeys by auto rickshaw At prescribed rates for own scooter/ motorcycle/ moped etc.
Below Rs 2400	Actual fare by ordinary public bus only OR Actual fare by auto rickshaw for journeys by auto rickshaw At prescribed rates for own scooter / motorcycle / moped etc.

- v Mileage allowance for road journeys shall be regulated at the following rates in places where no specific rates have been prescribed either by the Director of Transport of the concerned State or of the neighbouring States:
 - a. For journeys performed in own car : Rs 16 per km
 - b. For journeys performed by auto rickshaw : Rs 8 per km
 - c. For journeys on bicycle : Rs 1.20 per km
- vi The travel entitlements are subject to the following:
 - a. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train, and by deluxe / ordinary bus for others, is allowed
 - b. In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class
 - c. All mileage points earned on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.
 - d. Employees may travel below their entitled class of travel
 - e. Travel in a higher class may be allowed for non-entitled staff by the Director, if it is expedient to do so in public interest or in the interest of the project.
- vii The employees are also entitled to the following on travel:
 - a. Actual fare for journey from residence / place of stay to railway station / airport / bus stand / port and vice-versa, and for journeys undertaken while on tour for official work
 - b. Road mileage where the employees use their own vehicle for official work on tour at the touring station.
 - c. Reservation charges and other surcharges.
 - d. Cancellation charges of air / train / bus / ship if the journey is cancelled due to official reasons.
 - e. Travel Agency charges subject to production of vouchers.
 - f. Expenditure incurred towards transport in connection with booking of air / rail / sea passages.
 - g. The employee may engage porters for carriage of camp equipment and their personal effects while on tour.
- viii The employee may hire any mode of transport (four wheeler / two wheeler / boat / bullock cart / camel etc.) to undertake field work.
- ix Officers with a grade pay of Rs 8,900/- & above may perform journey by road, rail or air at their discretion. Employees with grade pays between Rs 4,200 and Rs 8,900, under normal circumstances, shall undertake journey by rail, air, steamer as per entitlement. However, they may travel in a class or mode higher than entitlement with the prior approval of the Competent Authority. Travel by road between locations connected by rail / air should be limited to cases where such journeys can be justified on grounds of convenience, economy or time saving.
- x An employee should travel by the shortest route. He/she may travel by any other convenient route if approved by the Competent Authority.

- xi Employees may use own conveyance for tours outside the headquarters or for official trips within the headquarters with the prior permission of the Competent Authority. In the case of the Competent Authority, he shall record the reasons for such use.
- xii When an employee accompanies distinguished delegates / VIP's in the interest of SACON, he/she may travel in the same mode of transport as that of the delegates.
- xiii The employee shall not be entitled for any travelling allowance for a journey made during, while proceeding on, or returning from leave.
- xiv The Travelling Allowance of an employee of SACON on deputation to any foreign service, in respect of the journey on deputation to foreign service and the reversion there from to SACON will be borne by the foreign employer.
- xv Employees of SACON are not eligible for TA claims for the travel undertaken to attend social function.
- xvi The drivers of SACON who performs a local journey or journey on tour on SACON vehicle may draw travelling allowance under TA Rules of SACON. The drawal of travelling allowance by drivers for such journeys is subject to the condition that no overtime allowance would be payable for the same period. The drivers will, however, have the option to draw either overtime allowance as admissible or daily allowance on any date on which such journeys have been undertaken.

2. Daily Allowance on tour

Grade Pay	Daily Allowance
Rs 10,000 and above	Reimbursement for Hotel accommodation / guest house of up to Rs 5000 per day and per diem of Rs 500 per day
Rs 7600 to Rs 8900	Reimbursement for Hotel accommodation / guest house of up to Rs 3000 per day and per diem of Rs 300 per day
Rs 5400 to Rs 6600	Reimbursement for Hotel accommodation / guest house of up to Rs 1500 per day and per diem of Rs 200 per day.
Rs 4200 to 4800/-	Reimbursement for Hotel accommodation / guest house of up to Rs 500 per day and per diem of Rs 150 per day.
Below Rs 4200	Reimbursement for Hotel accommodation / guest house of up to Rs 300 per day and per diem of Rs 100 per day

- 3. For travelling allowances and other norms for transfer, retirement or death of an employee, the Government of India rules will be followed mutatis mutandi.
- 4. TA for medical examination/treatment:
 - i Travelling allowance shall be admissible to (a) an employee/any member of his family who is entitled to medical facilities under the Medical Attendance Rules of SACON (b) an attendant to accompany the patient provided that Competent Authority is convinced of the indispensability of such an attendant.
 - ii The attendant in authorised situations, shall be entitled to reimbursement of TA as per entitlement of the employee.
 - iii Sometimes patients, after taking initial indoor treatment, are released and advised daily treatment/check up at the hospital as an OPD patient. Examples are, Cobalt-ray treatment for cancer and, exercise/physical therapy. In such special cases, lodging charges for the patient only, limited to eligibility subject to production of bill shall be paid.
 - iv Reimbursement towards transportation of the dead body of an employee from the place of death to the headquarters or the native place of the employee may be

allowed by any mode of transport depending upon the distance and convenience subject to production of receipt.

5. Court or department enquiry

- i. Any amount received from the court for attendance or board and lodging etc., shall be refunded to SACON, if TA/DA has been claimed from the SACON.
- ii. If the departmental enquiry is held at an outstation at the request of an employee, no travelling allowance and daily allowance shall be admissible. If it is at the request of the employer TA/DA as on tour may be allowed.
- iii. In respect of employees under suspension, TA/DA as on tour from headquarters to the place of enquiry or from the place at which they have been permitted to reside during suspension to the place of enquiry, whichever is less at the rate admissible to them according to the grade to which they belonged prior to their suspension, may be allowed.
- iv. For appearing in court as accused, TA/DA will only be payable in such cases where the prosecution of the employee arises from acts committed or purported to be committed in the bona fide execution of duties. The decision whether the prosecution has so arisen will depend upon the facts of each case and at the discretion of the Competent Authority.

6. Training programmes, seminars and conferences

Sponsoring of an employee for specialised long duration training of six months and above, will be treated as temporary posting. They will be entitled to HRA, CCA as applicable and an amount of Rs 2,000/- per month in lieu of daily allowance for the period as a special allowance.

7. Travel for interview/appointment in SACON

- i. Candidates called for interview from outstation for appointment to posts at SACON shall be eligible for TA by the shortest route as follows:

Grade Pay	Entitlement
Rs 8,900/- and above	AC First in train, highest class in bus (Economy fare by air may be permitted at the discretion of the GC).
Rs 5,400/- to Rs 8,700/-	AC II Tier train, highest class in bus.
Rs 4,800/- and below	II Class train, bus.

- ii. In the case of Director, the Governing Council may specify the mode of transport
- iii. Where a candidate travels by road between two points not connected by rail, he/she will be reimbursed actual or the rail fare by the appropriate class for the road distance involved, whichever is less.

8. Advance for travelling on tour/transfer etc

- i. An employee proceeding on journeys on tour or transfer may be granted 100% advance to meet travelling and other expenses.
- ii. 100% TA advance for the employees for tour shall be paid fifteen days before the commencement of the journey in order to enable booking of ticket while employees on transfer, may be paid, the same two months in advance. DA advance shall not be paid more than one week before the commencement of journey.
- iii. Employees who wish to shift their family members to the place of settlement for personal reasons would be allowed to draw advance for purchase of tickets six

months in advance of the date of retirement/ transfer in respect of their family members

- iv An employee shall be required to submit the travelling allowance bill on completion of journey. If the bill is not submitted within one month from the date of completion of journey, the advance sanctioned shall be recovered from his/her salary/stipend.

9. General

- i In exceptional cases, where the employee was not able to submit the travelling allowance claim, within one month from the date of completion of journey, the competent authority shall admit the claim if the reasons given by the employee are genuine. However, all the bills have to be settled before 31st March of the relevant year during which the advance was taken.
 - ii Where after drawal of travelling advance, the employee has not submitted the adjustment bill in due time / has not undertaken the tour for which the advance was taken, his right to travelling allowance claim stands forfeited. The advance so drawn may be recovered from his pay bill along with the interest @ 14% in one instalment by the competent authority.
10. The President of the SACON society, members of the Governing Council and Committees constituted by the Governing Council, and the Director as Member Secretary of the Governing Council and Society will be entitled to travel by Air / Highest class by rail / Ship / Bus or Taxi).
- i. They shall be eligible for daily allowance equal to Grade Pay of Rs 10,000/- of SACON.
 - ii. Non-official members shall be eligible for an honorarium of Rs.750/- per day of work.
11. The TA/DA rates mentioned in 1.iv and 1.v (mileage for road journeys by own scooter / motor car etc.), and 2 (all components of daily allowance on tour) above, shall automatically increase by 25% whenever Dearness Allowance payable on the revised pay structure goes up by 50%.

XIV. Office Procedure

1. Duties and Responsibilities of the Administrative Staff
 - i Administrative Officer. Reporting Officer: Director
 - a. Overall charge of the entire administration and supervision of the work of the following administrative staff:
 1. Administrative Assistant
 2. Office Assistant
 3. Stenographer
 4. Lower Division Clerk (Receptionist)
 5. Drivers
 6. Attendants
 7. House Keeping Staff and Security Personnel
 - b. Sanction of casual leave to all the above Administrative Staff.
 - c. Looking after the punctuality and attendance of the Administrative Staff.
 - d. General maintenance of buildings and campus.
 - e. Matters connected to all purchases involving invitation of quotations.
 - f. Submission of proposal for seeking sanction for continuance of the existing posts.
 - g. To be the Reporting Officer of Accounts Assistant and staff working under Finance Officer, Whenever the Finance Officer is absent.
 - ii Finance Officer. Reporting Officer : Director
 - a. Overall monitoring and control of the budget and accounts.
 - b. Scrutiny of the main and subsidiary cash book every day.
 - c. Scrutiny of accounts inclusive of project's accounts.
 - d. Monthly reconciliation of bank accounts.
 - e. Scrutiny of all bills for passing and payment.
 - f. Monitoring the financial position of the Centre's main funds as well as that of the projects and keep the Director informed of the position every Monday.
 - g. Matters connected to the audit of accounts.
 - h. Matters relating to CPF
 - i. Custody of the security deposits of SACON
 - j. Submission of various financial returns at the specified periodically with the help of administrative assistant.
 - k. Supervision of the work of Accounts Assistant and other officers working in the Finance Department.
 - l. Sanctioning of CL to all the staff working in the Finance Section. Director should be informed of the leave granted before availing the leave.
 - m. All other matters related to budget and accounts.
 - n. Sanction of casual leave to all the Staff working in the Finance section.

- iii Personal Assistant to Director. Reporting Officer: Director
 - a. Assistance to Director (or Director-in-charge) in day to day administrative matters.
 - b. Keeping track of correspondence & recording of inward daks.
 - c. Maintenance of Director's Officer
 - d. Matters relating to deliberations of the Governing Council, AGM, Sub-Committee, staff meeting, RAC etc.
 - e. Recruitment, maintenance of Confidential Reports of all staff.
 - f. Disciplinary and confidential correspondence.
 - g. Obtaining and maintaining progress reports from Scientists (monthly, quarterly and annual)
 - h. Matters related to reservation of tickets and accommodation for Governing Council Members and official visitors.
- iv Administrative assistant. Reporting Officer: Administrative Officer; in his absence Finance Officer
 - a. Matters relating to the services of the staff including maintenance of service books and leave accounts.
 - b. Maintenance of statutory roasters and attending to matters connected thereto.
 - c. Purchase of all types of stores and attending to related correspondence
 - d. Matters related to periodical maintenance of all major equipment.
 - e. Assisting the Administrative Officer in matters connected to telephone, security and buildings.
 - f. Conducting of annual physical verification of all stores.
 - g. Attending to Bank Duties.
 - h. Matters connected to payment of road tax, insurance of motor vehicles and scrutiny of monthly summary of logbooks furnishing of periodical returns thereon.
 - i. Any other work as and when assigned by the Administrative Officer.
- v Accounts assistant. Reporting Officer : Finance Officer; in his absence Administrative Officer
 - a. Cash dealings and maintenance of allied records.
 - b. Maintenance of registers for all types of advances and keeping track of adjustments. Quarterly report should be submitted to the Finance Officer on outstanding advances.
 - c. Maintenance of accounts and connected registers including project accounts and writing of cheques.
 - d. Preparation of all bills.
 - e. Any other work as when assigned by Finance Officer
- vi Office assistant. Reporting Officer : Administrative Officer; in his absence Finance Officer
 - a. In warding of all letters related to Administration and Finance.
 - b. Maintenance of stock registers for all types of stores.
 - c. Attending of stenography work of Administration and Scientific staff.
 - d. Recording and upkeep of all files.
 - e. Furnishing of administrative returns at specified periodicity.
 - f. Any other work as and when assigned by Administrative Manger.
- vii Stenographer. Reporting Officer : Administrative Officer; in his absence Finance Officer
 - a. Attending stenography work for all scientists, Administration and Finance Departments.

- b. Clerical assistance to all Divisions inclusive of project correspondence.
 - c. Helping P.A. to Director whenever called for.
 - d. Any other work as and when assigned by Administrative Manger.
- viii Receptionist. Reporting officer : Administrative Officer; in his absence Finance Officer
 - a. Attending to telephone calls and booking local and trunk calls.
 - b. Receive visitors at the office and direct them to the concerned officers.
 - c. Direct the visitors to the Director's office to the P.A.
 - d. Despatch of mail
 - e. Attending to typing work of Administrative Manger and Finance Officer.
 - f. Clerical job as may be required from time to time.
 - g. Operating Fax machine
 - h. Any other work as and when assigned by Administrative Officer.
- 2. Addresses of officers and staff
The Administrative Assistant should maintain a list of addresses of all the staff members of SACON in administrative section and ensure that a copy is given to the Receptionist
- 3. Office rooms
 - i The office attendants shall not open any room until the arrival of the concerned staff member.
 - ii No outsider or staff member shall enter an officer's room in the absence of the concerned officer.
 - iii When leaving office, every member of the staff shall see that all the papers, registers etc., are kept in proper place and ensure the lights, fans and equipment are switched off.
- 4. Attendance register
An attendance register is to be maintained by the Administrative Officer and this should be signed by all Administrative and Finance Staff, before 9.30 am each working day.
- 5. Punctuality
 - i Strict measures should be taken by the divisional heads for the enforcement of punctuality.
 - ii All the staff must scrupulously observe lunch hour.
- 6. Office Timings: The normal hours of attendance is as follows:
 - i During all working days: 9.00 AM to 5.30 PM
 - ii Lunch Interval: 1.00 PM to 1.30 PM
 - iii Office will remain closed on all Saturdays and Sundays.
- 7. Time card
 - i Each staff of administration and finance including the Administrative Manger and the Finance Officer shall maintain a time card as given in Form 1.
 - ii The staff of Administration / Finance shall submit the time cards every day to the reporting officers. Wherever it is not possible to submit the time cards on the same day, it shall be submitted on the next working day.
 - iii The remarks of the reporting officer shall be made in a distinctive colour and the staff shall follow up the remarks made.
 - iv The Administrative Manger and the Finance Officer shall submit the time cards once in a week to the Competent Authority.
 - v All staff shall ensure strict compliance of the above.
 - vi When an office staff attends outside duties, apart form submitting the time card he/she shall give a detailed report on the duties attended by him/her

- vii A weekly arrear statement shall be submitted by the staff to the Reporting Officer as given in Form 2
8. General
- i Any members of the staff may, however be required to work outside officer hours if the state of work so demands, his/her stay outside the office hours shall be approved by the concerned Head of Division.
 - ii Late arrival to and early departure, other than for official purposes, from office up to an hour is permissible for a maximum of two days in a month. Any administrative or finance staff arriving late or leaving early for more than two days shall be required to submit leave application for half a day or full day, as the case may be.
 - iii Staff drawing a grade pay of Rs 2,800 or less will be eligible to avail the compensatory leave for working on holidays. However, compensatory leave shall be availed only with the prior sanction of the Reporting Officers.
9. Receipt, registration and distribution of letters received at SACON
- i Receipt of Letters
 - a. The Receptionist shall receive the letters of SACON. The letters shall be sorted out and distributed to the various divisions of SACON. He/she shall maintain a central register as given in Form 3 for registering all the mails. All the mails should be numbered with a continuous numbering machine.
 - b. Letter shall be distributed as and when received.
 - c. The Receptionist shall send the letters through the attendant to the concerned Divisions and get the acknowledgement in the register maintained for such purpose.
 - d. The registered letters shall be properly acknowledged by the person receiving it and the duly signed acknowledgement cards shall be returned to the sender immediately.
 - e. For receipt of letters after office hours, the security staff on duty shall be instructed to receive the letters and hand over the same to the office staff / receptionist on the next working day before 9.30 a.m. The receptionist as a routine should enquire from the security staff for the receipt of mails and shall ensure safe delivery of the letters to the addressees.
 - ii In warding and distribution
 - a. An inward seal as given below shall be supplied to all the divisions
Inward No.:
Date:
Division:
 - b. All divisions shall be maintain an Inward Register as given in Form 3 and shall register all the mails received.
 - c. All mail shall be in warded on the day of receipt
 - d. An inward number shall be assigned to each letter.
 - e. All mails shall be serially numbered and no insertion in between two serially numbered entries is permitted.
 - f. No mail shall be in warded more than once.
 - g. The envelopes super scribed as “quotation” shall not be opened and the Office Assistant shall affix the inward seal on the envelop and the entries made.
10. The following shall be the general guidelines for disposal of a mail/file

- i Generally the officer receiving the mail himself / herself shall initiate action keeping in view the priority of the mail/file
 - ii Least possible time shall be taken for studying and disposal of mails.
 - iii While disposing of cases, an officer shall aim at optimizing the quality as well as quantity of work performed by him/her.
 - iv Number of levels at which a file is examined shall be reduced to the minimum.
 - v Wherever notes have to be prepared for the approval /information of the Competent Authority, the officer shall take the assistance of the Administrative staff, if required.
 - vi Wherever the action to be taken on the mail requires involvement of other divisions, the same shall be sought for quickly and action taken within three days.
 - vii Wherever the mails/files have to be submitted to the Competent Authority for approval or information, the following procedure shall be followed:
 - a. Where the matter involves administration / finance the file / mail shall be routed through the Administrative Officer / Finance Officer. The AO/FO shall give his/her remark / recommendation on the file and shall forward the same to the competent authority.
 - b. Where the mail received by a scientist requires the approval of the Competent Authority, the same shall be submitted through his Head of the Division.
 - viii Oral discussions
All points emerging from discussions between two or more officers of the same department or other departments and the decisions taken shall be recorded on the relevant file by the officer authorizing action.
 - ix Oral instructions by higher officers:
 - a. Where an officer delegates any work to his/her subordinate, it shall ordinarily be done so in writing. If, however, the circumstances of the cases are such that there is not time for giving the instructions in writing, the instruction shall be confirmed subsequently by writing at the earliest.
 - b. It is the responsibility of the Officer receiving the instruction to get it confirmed in writing as soon as possible. Where the instruction is given by an authority who is not his immediate superior, the Officer shall intimate the same to his immediate superior at the earliest.
 - x Time limit for disposal of cases / files.
 - a. The staff receiving the mail shall as far as possible dispose off the mail/file on the same day or within 2 working days.
 - b. The maximum time a staff can hold a file without taking action shall not exceed two working days in any case. Wherever, the file could not be attended to within two working days, the officer shall record the reasons for the same.
 - xi Responsibility for expeditious disposal of work:
 - a. The primary responsibility for expeditious disposal of work and timely submission of statements shall rest with the reporting officers. To this end the reporting officer shall inspect the assistants' time card regularly and take such action as may be necessary to ensure:
 - 1. That no paper or file has been overlooked; and
 - 2. That all the pending paper which need attention is included in the weekly arrears statement (Form 2).
11. Forms of written communications: - The different forms for written communications to be used in SACON are described below.

- i Letter – This is to be used for corresponding with all outsiders.
 - ii Demi-offical letter (a) Used in correspondence between officers for an interchange or communication of opinion or information without the formality of the prescribed procedures. It may also used when personal attention of the individual addressed is desired.(b) Communications to non-officials can also take the form of demi-offical letter.
 - iii Inter-division note – This is generally to be employed for obtaining the advise views, concurrence or comments of the other divisions on a proposal or in seeking clarification of the existing rules, instructions etc., It may be either recorded on the file referred to or may take the form of an independent self-contained note.
 - iv Office order – To be used for issuing instructions meant for internal administration.
 - v Order – This is generally used for issuing certain types of financial sanctions and for communication orders in disciplinary cases to the official concerned.
12. Dispatch of postal communications
- i All the Divisions shall hand over the letters to be dispatched to the Receptionist, by 11 am every day. The letters handed over beyond 11 a.m may be dispatched only on the next working day.
 - ii The letter shall clearly indicate the type of posting such as: a). Registered, b). Registered & AD, c) Speed post, d) Courier post, e) Certificate of posting, f) Airmail, g) Registered Airmail, h) Registered Parcel, i) Book post.
 - iii The Receptionist shall follow the instructions given below before dispatching a letter.
 - a. Type of posting shall be as specified by the officer.
 - b. All letters given for dispatch shall be dispatched on the same day. Whenever it is not possible, the sender shall be informed of the reasons.
 - c. All letters with enclosures of cheque / demand draft shall be sent by registered post or speed post.
 - iv If a communication is to be sent by Registered Post (acknowledgement due), the reference number of the communication shall be written on the acknowledgement card also, so that when received back it can be sent to the division concerned.
 - v The clerk responsible for dispatch of mail shall keep one copy of all outgoing communications and shall maintain a Register of despatch (Form 4).
 - vi Dispatch of non-postal communications
 - a. Non-postal communications shall be sorted out according to the location of the addressees, entered in the messenger books and handed over to the attendants for delivery.
 - b. The Receptionist shall maintain a messenger book.
 - c. The time of dispatch shall invariably be noted in the messenger book.
 - d. The Receptionist shall examine the messenger books to see that the recipients have duly acknowledged all communications entered therein. Instances where the communications have not been acknowledged shall be immediately brought to the notice of the Administrative Manger.
 - vii To facilitate quick dispatch of the letters and papers the Receptionist shall maintain up-to-date the following lists.
 - a. Residential addresses and telephone numbers of officers and staff of SACON
 - b. Residential addresses and telephone numbers of officers of other institutions with whom SACON has frequent correspondence.

- c. Postal addresses and telephone numbers of all officers in the Ministry of Environment and Forest, Govt. of India
 - d. Postal address and telephone numbers of all officers with whom regular correspondence is made.
 - e. Schedule of postal rates.
- viii Administrative and Finance Staff shall not carry official papers to their houses. When it is absolutely necessary, the same shall be done with the consent of the Director.
- ix Procedure for maintenance postage stamp account
- a. Stamps worth Rs. 1,000/- shall be procured on the basis of the indent placed by the Receptionist.
 - b. The stamps shall be kept in the custody of Receptionist
 - c. Receptionist shall maintain a Register of daily abstract of stamps as given in Form 4. The register is to be checked and signed by the Finance Officer every day.
 - d. The stamp register shall be closed by everyday by 4.00pm and the same shall be brought to the Finance Officer by 4.30 pm for signature.
 - e. The physical verification of stamps shall be done by the Finance Officer every day. In case, the Finance Officer is not available in the office, the register shall be countersigned by the Administrative Manger.
13. Filing system
- i Each division shall maintain a proper filing system.
 - a. Filing system based on subject classification shall be used.
 - b. The title should be as brief as possible but should give sufficient indication of the contents of the file at a glance.
 - c. As far as possible, there should be a separate sub-file for each distinct aspect of the subject.
 - ii Instances where separate files need not be opened (Miscellaneous file)
At times the subject matter would be too general. In such cases a master file may be maintained wherein all the topics of miscellaneous nature are filed.
14. File Register
A record of files shall be kept in a file register to be maintained by each division. A list of standard heads along with the serial number identifying them shall be pasted at the opening page of the register. The pages allotted to the standard heads in the register should also be indicated against each. Sub-files may be kept under each major head.
15. Transfer, reconstruction and renumbering of files :
Whenever work is transferred from one division to another, the former shall promptly transfer all the related records including files, both current and closed, to the latter. The division taking over the files shall not reclassify or renumber the closed files transferred to it. In the case of current files, the endeavour should be to close them at the earliest and to open new files according to the division's own scheme of classification.
16. File Movement Register
- i A file movement register as given in From 5 shall be maintained by each division. Whenever a file requires the input/approval of another division, the files shall be handed over to the other division after making due entries to the Register. Similarly, while returning the file also, entries shall be made and the signature of the receiver obtained.

- ii No current file will be issued to other section except against written requisition and after marking its movement in the file movement register.
 - iii Files with Administrative and Financial implications are to be submitted to the competent authority by the Administrative Officer and Finance Officer.
 - iv If any officer hands over any file personally, he shall inform the concerned clerk to mark it in the file movement register.
17. Referencing
- i Every page in each part of the file (namely, notes, correspondence, and appendix to notes and appendix to correspondence) shall be consecutively numbered. Blank intervening pages, if any, shall not be numbered.
 - ii Each item of correspondence in a file, whether receipt or issue shall be assigned a number which shall be displayed prominently on the right top corner of its first page.
18. File indexing
- i Basic head shall be the office of origin; this is followed by file number and year
 - ii Primary head: The basic head shall be followed by the file number.
 - iii The letters shall have a serial number which shall be give before the Basic head.
 - iv Reference shall also have financial year i.e. 1st April of the current year to 31st March of the next year.
19. Stationery
- i Stationery required for projects shall be purchased out of the project funds.
 - ii Indents
 - a. The staff requiring stationery items shall fill up the indents in the prescribed Form 6
 - b. Administrative Officer has to take utmost care while forwarding the indents to avoid over indenting by the end user.
 - c. The indents from stores shall be issued by the in-charge after obtaining the approval of the Administrate Manger.
 - iii Custody of stationery-
 - a. Administrative Manger shall be over all in-charge for the stationery.
 - b. The Office Assistant shall be in-charge of the stationery store.
20. Stock Register
- i An item-wise stock register shall be maintained by the Office Assistant or by any other staff whoever is in-charge.
 - ii Before proceeding on leave the officer who is in-charge of the store shall hand over the charge of stationery store to another officer designated by the Administrative Officer
 - iii Before being issued to the indenter, all items shall be duly entered in the Stock Register and the signature of the recipient / receiver obtained in the distribution stock register maintained for such purpose.
21. Inspection of stores
- i The competent Authority may authorize any staff of SACON to carry out a surprise check of the Stock Register, Issue Register and also the physical stock held.

- ii The person in-charge of stores shall at least once in a fortnight tally the physical quantities with the stock register.
22. Consumable and Non-consumable Stock Register
- i A consumable and a non-consumable stock register shall be maintained by the division of administration.
 - ii All purchases costing less than Rs. 5,000/- shall be entered in the consumable Register.
 - iii Each entry in the consumable Stock Register and non-consumable stock shall be counter signed by the Administrative Manger.
23. Leave Rules
- i The provisions in the C.C.S (Leave) Rules, 1972. for leave shall apply mutadis mutandis to SACON.
 - ii All scientific staff shall be eligible for Sabbatical leave once in six years.
 - iii The rules regarding sabbatical leave will be according to CSIR / UGC norms on the matter
24. Grievance Committee of SACON
- i A Committee comprising three members of the staff nominated by the Director shall be constituted to examine the grievances of individual staff relating to matters of routine administrative functioning of the office. The Committee will make recommendations for the consideration and decision of the Director.
 - ii Grievances should be submitted to the Director's Office, in a sealed envelope, addressed to the Convenor, Grievance Committee. The in-warded envelope will be forwarded to the Convener, Grievance Committee, who shall hold a meeting at the Committee's earliest convenience.
 - iii The recommendations of the Committee shall not be binding on the Director / any member of staff of SACON
 - iv The decision of the Director shall be final on all the matters.
25. Constitution of various Committees
- i The Competent Authority shall constitute Committees when he/she finds it expedient to do so. The Committee so constituted shall examine the cases put up before it and shall forward its recommendations to the Competent Authority.
 - ii The recommendations of the Committee shall be taken into consideration by the Competent Authority while according approval/sanction of any matter.
 - iii Such Committee shall meet as and when required for early disposal of the cases.
 - iv The Competent Authority may nominate a member of the Committee as convener, who shall convene the meeting and forward the recommendations of the Committee to the Competent Authority.
 - v If the Competent Authority disagrees with the recommendations of the Committee and takes a different decision, the reason for the same shall be recorded while passing order.
26. Instance Register shall be maintained wherein following details shall be recorded.
- i The date of installation of any equipment

- ii The date of repairs attended to by the technicians clearly indicating the details of the repair attended to and the suggestions given by them.
- iii The date of getting an additional telephone line.
- iv The date of getting water connection.
- v The date of major repairs carried out to the buildings.
- vi And such other matters which require special mention.

27. Submission of Tour Programmes and Tour Report

- i Tour programme
 - a. All the staff shall submit copies of the tour programme in the prescribed form (Form 7) to the Reporting Officer and the Director's office for intimation, normally three working days prior to departure. The Director may cancel / postpone tour if required.
 - b. In the case of Project Staff, the Principal Investigator / Project Leader shall approve the tour programme.
 - c. Tour without prior intimation to the competent authority may be considered as leave.
 - d. After the approval by the Competent Authority, if any advance is required, the application shall be submitted to the Finance Officer for release of funds.
 - e. During the course of the tour, if any changes are made, the same shall be communicated to the office.
- ii Tour Report
 - a. A detailed tour report (Form 8) should be submitted to the Reporting Officer and the Director's Office within 30 days of completion of the tour.
 - b. Tour Report shall be given date-wise in the prescribed format. Actual work done on each day shall be recorded.
 - c. When an advance was drawn for the tour, the bills for the same shall be submitted within 30 days from the date of completion of the tour. The bills shall be supported by the tour report.

FORM I
Time Card

Name of the employee :
 Designation :
 Department :
 Date:

Name of designation of the officer delegating the work	Details of the work attended including outside duty	Time taken to complete the task	Remark of the officer mentioned in column (1)
(1)	(2)	(3)	(4)

Signature of the Employee :

FORM 2
Weekly Arrear Statement
(for individual dealing hands)

Section / Desk ----- Name of dealing hand -----

Number of receipts / case

Week ending	B.F from previous week	Received during the week	Total of cols (2) and (3)	Dealt with during the week	In Hand	Initials of dealing hand	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
					Total	Over 7 days	

Instructions

- Column (2) will repeat the figure shown in column (6) in respect of the preceding week.
- Column(3) of the statement will also include 'come-back' cases and will represent the total number of r receipts and cases as entered in the assistant's diary for the week under report.
- The figure in column (5) can be ascertained by scanning through entries in column(4) of the assistant's diary in respect of receipts and cases:-
 - received during the week under report and the preceding week; and
 - included in the statement of more-than-one-week-old receipts/cases submitted with the arrears statement for the preceding week.
- Column (6) will represent the difference between columns (4) and (5)
- The same form will be used to give a running account of the state of work, week by week, for the whole year.

**FORM 3
Inward**

S.No.	From whom received	Letter Ref. No. & Date	Subject matter	To whom marked	Initials	Remarks

**FORM 4
Despatch and Stamp Register**

D.No.	Ref.No.	Sent to	Sign by	Ordinary / Courier / RP./ SP / A.M.	Amount (Opening)	Amount	Remarks

**FORM 5
File Movement Register**

S.No.	Date	Name / Particulars of the file	From whom sent	Whom received	Comments	Sign	Remarks

**FORM 6
Stores Requisition Slip**

Name of the Employee			
Designation			Division
S.No.	Item	Quantity	Justification
Signature And Date			
Stock In Stores as on Date (To Be Filled In By The Office Assistant)			
Approximate Amount (To be filled in by the Administrative Assistant)			

Date:

Administrative Officer

FORM 7
Tour Programme

Name : -----
 Designation : -----
 Division:
 Name of Project for which the tour is proposed
 Date of commencement of tour: -----
 Date of completion of tour -----

Date	Place of visit	Details of work to be performed	Place of stay and contact details	Mode of travel	Accompanying person (If the person is not an employee then full details)

Date:
 Signature
 Approval of PI/HOD/Director

FORM 8
Tour Report

Name : ----- Date of commencement of tour: -----
 Designation : ----- Date of completion of tour -----
 Date of submission of report-----

Date	Place of visit	Details of work performed

Date:
 Signature

XV. MOTOR VEHICLE RULES

1. Control of motor vehicles and responsibilities of controlling officers.
 - i The motor vehicles of SACON will be under the administrative control of an officer nominated by the Director who will act as a controlling officer in respect of the vehicles.
 - ii The Controlling officer will be responsible for the proper use, care and maintenance of the motor vehicles and for regulating their journeys in accordance with these rules.
 - iii The controlling officer of motor vehicles of projects will be the PI of the respective project, till the completion of that project.
 - iv SACON vehicles will normally be driven by a driver appointed either permanently or temporarily for that purpose. They may also be driven by any employee of SACON having a valid driving license, and with the approval of the Controlling Officer.
 - v Priority will be given for field work in the utilization of SACON's vehicles.
 - vi The Controlling office shall cause to maintain:-
 - a. A log book in the prescribed form for each vehicle
 - b. A record of repairs and replacements indicating their cost and the dates on which carried out and of spare parts.
 - c. A register showing cost of diesel etc. consumed and all incidental receipts and expenditure;
 - d. An inventory of the equipment
 - vii The rules prescribe inter alia that the officers using the motor vehicles ensure the journeys were on official business. They should also see that the necessary entries are made accordingly and duly signed. The Controlling Officer may bring to the notice of the Director any laxity or misuse of the motor vehicles if any, for appropriate action.
 - viii In view of the imperative need for curbing consumption of fuel based on the diminishing availability of petroleum products, extreme caution should be exercised at all levels with regard to use of motor vehicles and priority may be given only for essential journeys.
 - ix The DDO shall record the following on contingent bills in support of the expenditure on consumption of fuel:-
 - a. Certificate regarding the quantity of fuel purchased and its entry in the log book
 - b. Certificate that necessary recoveries have been made for use of motor vehicles for non-duty journeys.
 - x Vehicle Committee shall check the inventory of equipment and ensure the fitness of the vehicle periodically.
 - xi The Finance Officer will submit half yearly reports to the Director about the expenditure incurred on the fuel and maintenance of the motor vehicle.
 - xii All charges recoverable for the use of motor vehicles should be promptly recovered and credited to SACON's account.
 - xiii A complete inventory, along with particulars of the vehicle, of all spare wheels, tyres tools etc should be kept up to date.
2. Use of motor vehicles for official purposes

- i The motor vehicles may be used by any member of regular / project staff on official duty, within or outside the head quarters with the prior approval of the Controlling Officer.
 - ii Journeys performed in SACON's motor vehicles in the following cases should also be treated as official:-
 - a. Subject to availability, journeys performed by officers not below the rank of Scientist (in the scale of Rs 10,000-15,200) for attending parties, receptions etc., for which invitations have been extended by virtue of their office.
 - b. Journeys by non-officials who are asked to attend official meetings in SACON's interest.
 - c. Journeys performed when officers have to attend the meetings, in connection with SACON work.
 - d. Journeys performed in emergencies when an employee is suddenly ill or on meeting with accident is removed to the hospital or the residence as the case may be, a certificate from the employee concerned should be placed on record indicating the circumstances necessitating such journeys.
 - e. Journeys between office and residence performed on holidays or between 7.00 p.m. and 7.00.a.m. by staff members staying late in office on assignments.
 - iii No daily allowance or allowance for incidental charges will be admissible for official journeys at headquarters in the motor vehicle. The term headquarters would mean Municipal limits inclusive of suburban or other notified areas contiguous to the Municipal / Corporation.
3. Use of motor vehicles for non-duty purposes.
- i The motor vehicles may be permitted to be used on non-duty journeys to a limited extent by the employees of SACON, provided official requirements are not interfered with. The following classes of journeys on non-duty purposes may be permitted.
 - a. Occasional journeys performed by the employees from their residence to office and vice-versa
 - b. Urgent visits to hospitals
 - ii Duty journeys of scientists shall always have preference over all other journeys. Duty journeys shall always have preference over non-duty journeys.
 - iii The SACON motor vehicles (jeeps) are run on diesel oil. A rate of Rs.4.50 per kilometer will be charged for the use of the vehicle on non-duty journeys. Charges at this rate would be recoverable for complete kilometres for distance covered by motor vehicle from the time it leaves office/garage till it returns to office /garage.
 - iv Detention charges at the rate of Rs.2.00 per hour will be levied if the motor vehicle is detained for non-duty purpose irrespective of the detention being within or outside normal working hours of the driver. The period of detention shall be recorded in the log book. If any overtime is due during the detention period the same shall also be recovered in addition to mileage and detention charges.
 - v The employees of SACON should not normally use the vehicles outside the normal hours of duty of the drivers save on exceptional occasions e.g., when they are required to be dropped at their residences after attending a meeting.
 - vi An officer proceeding on tour in the SACON motor vehicle may take his wife / family with prior permission of the Director.
 - vii SACON motor vehicles may not be used by officers on leave.
4. Pay and allowances of SACON motor vehicle drivers

- i The normal working hours of the drivers will be from 8.30 am. To 6.00 p.m. with a lunch break of half an hour from 1.00.p.m. to 1.30.p.m.
 - ii The Controlling Officer may however, so prescribe the working hours of the drivers according to administrative convenience and requirements that the total number of effective duty hours does not exceed 9 hours.
 - iii Overtime allowance also will be admissible to the drivers of SACON on par with rates sanctioned by Central Government from time to time on the same term and conditions.
 - iv No O.T. allowance is admissible if the drivers are required to be on duty during lunch interval as their duties are intermittent. This applies to all days including Sundays and other holidays.
 - v No special allowance is admissible to the drivers for cleaning and washing the motor vehicles as such services form a normal part of their duties and no cleaners will be separately appointed for keeping the motor vehicles clean and washed.
5. Log book
- i Log books shall be maintained in the prescribed form
 - ii Officers using the motor vehicles should note in the log-book the mileage at the start and at the completion of their trips after verifying the kilometres and give sufficient particulars to indicate that the journeys were on official business.
 - iii The Log-book in respect of each motor vehicle should be closed at the end of the month and a summary prepared in the log-book showing details of duty and non-duty journeys performed during the month.
 - iv The log-book may be preserved for a period of five year reckoned from the date of the last journey in them or one year after their examination in Audit whichever is earlier provided there are no pending audit objections to be settled relating to any entry therein.
6. Delegation of financial powers for purchase of motor vehicles, replacements and maintenance, upkeep and repairs.
- i The Governing Council shall have full powers to replace a motor vehicle subject to a Certificate of Condemnation being given by a Committee appointed for the purpose.
7. Maintenance, upkeep and repairs: The responsibility of maintenance, upkeep and repairs of the vehicle will be that of the controlling officer
8. Hire Purchase: The Chairperson GC may sanction the hire purchase of operational and project vehicles.

Vehicle Requisition Slip

1. Name and Designation of Staff Member :
2. Date on which the departmental Vehicle is required :
3. Duration : From ---- hrs to ----hrs
(Approximately at least)
4. Purpose (Briefly give the place to be visited and the purpose) :
5. Accompanying persons :

Signature of the applicant

Approval of the Controlling Officer :

Petrol Account

Date	Kilometre reading	Fuel Drawn (Litres)	Initials of I/c of Car

Log Book

Vehicle No.

Date	Time		Kilometre reading Start	Kilometre reading end	Period of detention included in cols. 2 & 3 (for non duty journeys only)	Name and designations of officer using staff car	Places visited	Purpose of journey	Signature of officer using car his remarks if any	No. of hours outside duty hours or Sundays and closed holidays	Initials of officer i/c of vehicle his remarks if any
	From	To									
1	2	3	4	5	6	7	8	9	10	11	12

S.No	No. of motor vehicles	Miles/kms covered		Total	Time spent on non-duty journeys		Amount due for non-duty journeys including detention charges and overtime allowance if any	Details of bills and amounts realised (by cash/cheque)	Particulars of credit to account	Total quantity of diesel (consumed litres)	Reading of Mileometre		Average miles kms per litre (col> 5 / 11)	Remarks
		Duty	Non-duty		Within normal hours	Outside normal hrs and closed holidays					On 1 st day	On last day		
1	2	3	4	5	6	7	8	9	10	11	12	23	14	15

XVI. MEDICAL RULES

1. Employees / their dependent family members may consult / receive treatment under Allopathic/ Homeopathic/Unani/Ayurvedic/siddha/ Naturopathic system and claim reimbursement as per the rules.
2. A nominal amount of 1% of Basic pay per month shall be recovered from each employee towards free medical reimbursement.
3. Eligibility
 - i a person in the regular employment of SACON including employees whose services are temporarily placed at the disposal of other authority, but does not include casual employee, work-charged, project-charged or contingency or any other organizations.
 - ii Persons appointed on deputation basis from Government or any other organization.
4. Approved Hospitals
 - i The employee and their dependants may undergo treatment in any hospital at the employee's place of posting.
 - ii The employee may undergo treatment in any hospital within India with the prior permission of the competent authority
 - iii In case of medical emergency, or an accident, when a SACON employee is on official tour, treatment can be availed at any appropriate hospital.
 - iv In all other cases, the prior sanction of the competent authority will be required.
5. 'Hospitalization' means an employee or any dependent members of the family of the employee getting admitted as inpatient in an hospital for treatment, including surgery and delivery. The employee or his / her dependent family members shall be an inpatient for at least 24 hours in for the purpose of claiming reimbursement under hospitalization.
6. Out patient treatment
 - i Employees may take medical treatment as Out Patient and claim reimbursement towards consultation fees paid to Doctors and cost of medicines.
 - ii The Chemist's cash memo should have the signature of the Chemists and the employees and each case shall be supported by Doctor's prescription.
 - iii Cost of dentures, hearing aids and spectacles shall not be reimbursed.
 - iv Cost of inadmissible medicines (as per Government of India's medical Rules) tonics, toilet preparations, food items, etc., shall not be reimbursed.
7. Pathological / biological tests / x-rays / investigations
Expenditure incurred on Pathological/Biological tests, X-rays and investigations shall be reimbursed in full provided such tests/investigations / X-rays are prescribed by a doctor.
8. Hospitalization
 - i Prior intimation regarding hospitalization shall be given to the Competent Authority by all employees. Wherever prior intimation could not be given due to emergency, intimation on hospitalization shall be sent as early as possible but before discharge, in any case.
 - ii Expenses incurred on hospitalization such as doctor's fee, nursing charges, room rent, ambulance charges, anaesthetist's fees, charges for medical equipment, if any, cost of medicines, pathological, biological tests, X-rays, investigation charges, fees paid for expert's opinion and specialist's fee shall be reimbursed in full.
 - iii Expenditure incurred on inadmissible medicines, tonics (as specified by Government of India Medical Rules) disinfectants, toilet preparations, food items and diet charges shall not be reimbursed.

- iv Cost of prescribed and purchased items for use during hospitalization alone will be reimbursed under hospitalization account.
 - v Expenditure incurred on cost of medicines, on pathological, biological test, X-rays, investigations and any such other expenditure incurred shall be supported by the prescription issued but the hospitals in original.
 - vi When the pathological, biological tests, x-rays and other investigations are taken in any other hospital/laboratory, due to non-availability of such facility in the approved hospital, a certificate to that effect obtained from the hospital shall be enclosed with the claim.
 - vii The receipt for payment of “Visiting Doctor’s fees” shall be got endorsed by the Hospital to ensure that the services of the visiting Doctor had been availed during hospitalization.
 - viii For the purpose of reimbursement of room rent, the eligibility shall be as follows:

Grade Pay	=	Eligibility
Rs. 5,400 and above	=	Rs. 1000/- per day
Rs. 4,200 to Rs 4,800	=	Rs. 600/- per day
Below Rs. 4,200	=	Rs. 400/- per day
 - ix Reimbursement shall not be made on the expenses incurred for diet. Where diet is provided by the Hospital but a consolidated room rent is levied, a sum representing 10% of the consolidated room rent shall be treated as diet charges and deducted.
 - x Expenditure incurred on specialized nature of treatments such as ENT, Eye & Dental treatment in any specialized Nursing Home in the respective Headquarters in additions to the approved hospitals shall be reimbursed as per rules.
 - xi Expenditure incurred on confinement / delivery in any hospital in addition to the approved hospitals, both within and outside the headquarters of the employees shall be reimbursed subject to the production of an emergency certificate from the hospital.
 - xii If an employee while on tour or in the field on duty falls sick, he/she may take treatment in any convenient hospital or by any authorized medical practitioner.
 - xiii If treatment has to be taken outside the headquarters due to non-availability of treatment at the headquarters, prior approval of the director shall be obtained. A certificate from the attending Doctor of the approved hospital to the effect that such treatment is not available in the headquarters shall be enclosed to the requisition for prior permission.
 - xiv Each bill submitted in connection with the hospitalization and the treatment taken thereof shall be supported by Doctor’s prescription.
 - xv A certificate from the hospital on hospitalization showing date and period of the same should accompany the claim for reimbursement.
9. Medical Advance :
As per Government of India rules on medical advances
10. Treatment abroad
- i Employee in need of treatment abroad shall obtain prior permission of the Governing Council.
 - ii The treatment to be taken abroad will be permitted and reimbursed as per Central Government Orders issued from time to time.
11. General
- i The claim for reimbursement of medical expenses under these rules shall be submitted in the prescribed form.

- ii The claim in respect of ordinary / domiciliary medical treatment and pathological / biological tests, X rays and investigations shall be submitted within 40 days from date of incurring the expenditure. The claim in respect of hospitalization shall be submitted within 90 days from the date of discharge.
- iii The claims made in the prescribed form and the supporting bills, prescriptions, receipts and other documents shall be duly signed by the claimant.
- iv Cost of artificial limbs, equipment for Heart surgery and items to be implanted in the body shall be reimbursed, subject to the condition that an essentially certificate form the Hospital/Doctor is produced.
- v Amount received from Insurance company or other such source, towards medical expenses for which reimbursement from SACON had already been received shall be remitted to SACON.
- vi When the spouse of an employee is employed elsewhere for availing medical facilities under these rules for the employed spouse, a certificate shall be submitted from the employer of the spouse stating that the employed spouse is either not entitled for any medical benefit or has surrendered the existing medical facility for the entire period of the service of the spouse.
- vii Where the family of the employee does not reside at the place where the employees are posted due to transfer of posting, medical facilities under these rules shall be permitted for the dependent family members for the treatment taken in any hospital at their place of stay.
- viii The medical expenses of an employees or his/her dependent members, falling ill at a place other than the place of posting of the employee is admissible for reimbursement. The reimbursement shall be restricted only for the treatment taken at the clinics/hospitals approved by the concerned State Government.

XVII. Leave of Absence by the Scientific Staff for Academic Activities

1. The leave of absence for visits abroad in respect of all faculty/ scientific staff members will be treated as follows:
 - i Duty leave up to a maximum of six months in a seven year period on vacation abroad to visit Universities/ Laboratories/ Institutions
 - a. For lectures and discussion
 - b. For research programmes on individual collaboration basis
 - c. In connection with consultancy projects through CSIC
 - d. On exchange programmes supported by the Government of India (INSA, UGC, MHRD, DST, DBT, CSIR etc)
 - e. On exchange programmes supported by the Government of India through the Centre for Sponsored Schemes and Projects (E.g. Indo-US, Indo-French, Indo-Japan).
 - f. On exchange programmes supported by SACON MOUs
 - ii Symposia/ Conference/ Workshops/ Seminars
2. Sabbatical Leave
 - i The facility of availing sabbatical leave by the faculty/ scientific staff members either within the country or abroad is meant for their academic renewal by way of providing them an opportunity to keep abreast of latest developments in their chosen and related areas of research and to gain a first-hand knowledge of emerging areas of research.
 - ii Sabbatical leave may be granted for a period of not less than six months and not more than one year at a time (inclusive of one vacation) provided the faculty/ scientific staff member has completed six years immediately preceding the proposed sabbatical leave. E.O.L. availed of during the preceding period would not qualify for reckoning the number of completed years of service.
 - iii No carry over of Sabbatical leave (part or full) is permissible
 - iv The faculty/ scientific staff member should serve the Centre at least for one year after return from sabbatical leave
 - v Normally sabbatical leave may not be granted to a faculty/ scientific staff member for taking up regular employment.
3. Earned Leave/ Extra Ordinary Leave on loss of pay
 - i For purposes listed in 1.i and 1.ii to the extent not covered by Duty leave
 - ii For taking up teaching assignments in Universities which do not have research schools of international standards or without a significant level of research work, Earned Leave/ Extra Ordinary Leave up to a maximum of one year may be granted.
 - iii For research assignments in Industrial R & D establishments, Extraordinary Leave only up to a maximum of one year may be granted.
 - iv For cases coming under 3.ii and 3.iii, the faculty/ scientific staff member must have completed six years of service immediately preceding the proposed leave.
4. Assignments in Educational / R & D Institutions/ Industrial Establishments within the country
 - i The guidelines stipulated at 2 and 3 above will also be applicable for taking up assignments within the country in educational/ R & D Institutions/ Industrial Establishments.
5. General Considerations

- i At any point of time, not more than one-third of the faculty/ scientific staff members on roll in a department will be permitted for any of the leave of absence.
 - ii The faculty/ scientific staff members proceeding abroad during the vacation will be generally treated as availing vacation abroad for the purpose indicated above.
 - iii Faculty/ scientific staff members are expected to provide sufficient notice (at least four weeks time) before actually proceeding on any of the above visits abroad/ leave of absence within the country and to make suitable arrangements to take care of their responsibilities (teaching and research guidance, schemes and consultancy projects) by another staff members, duly obtaining the latter's acceptance in writing.
 - iv Extra-ordinary leave will have the effect of postponing the due date of evaluation of the faculty/ scientific staff member and also the eligibility for sabbatical leave. However, the date of increment will not be affected. The period of EOL will qualify for the purpose of terminal benefits provided the contribution towards employer's share of CPF contribution is paid within 3 months of return from the leave of absence granted; failing whereof, the period of EOL would be considered as non-qualifying service for the purpose of terminal benefits.
6. The grant of leave of any kind will be subject to the following conditions:
- i A ceiling limit of two years of all types of leave of absence including sabbatical leave in a seven-year period.
 - ii Leave of absence of any kind above either singly or in combination with one another shall not exceed 15 months at a time subject to the ceiling indicated above. However, in case a faculty/ scientific staff member has availed of either vacation or any other kind of leave, absence amounting to a total of not more than one year only during a 12 year period, he or she may be permitted to avail sabbatical leave for one year and other kinds of leave (Earned Leave/ EOL) for another one year in conjunction.

XVIII. Other Allowances to the Scientists

An allowance of Rs. 1,500/- per month towards telephone expenses to the scientists of grade pay Rs.6,600/- and above will be paid in lieu of telephone and cellular phone while in station or on tour.

XIX. Conduct

As per Government of India Rules mutatis mutandis.

XX. Discipline and Appeal

As per Government of India Rules mutatis mutandis.

XXI. Contributory Provident Fund

As per Government of India Rules mutatis mutandis.

XXII. Advances,

Both interest free and interest bearing, will be as per Government of India norms mutatis mutandis.

XXIII. Special Voluntary Retirement Scheme

1. The Appointing Authority shall decide the posts that need to be declared surplus as a consequence of one or more of the following:
 - i Implementation of decisions of the concerned Ministry for downsizing / rightsizing or restructuring the organization.
 - ii Implementation of the recommendations of the Expenditure Reforms Commission.
 - iii After examination of the work study reports.
2. The features of the Special VRS for the employees declared surplus are as under:
 - i All permanent employees rendered surplus irrespective of their age and qualifying service can be declared surplus.
 - ii An employee declared surplus and opting for special VRS will be entitled to receive an ex-gratia amount equal to basic pay plus dearness allowance for the number of days worked out on the basis of length of service @ 35 days for each completed year and 25 days for each remaining year. For any part of a year, the number of days, for ex-gratia amount, will be worked out on the basis of 365 days in a year. The ex-gratia amount will be further subject to the following conditions.
 - a. Total number of years to be counted for payment of ex-gratia will not exceed 33 years;
 - b. No weightage of additional service will be given for the purpose of calculation of ex-gratia
 - iii TA/DA as on retirement for self and family for settling anywhere in India as per Travelling Allowance Rules.
 - iv Group 'A' opting for the special VRS will be exempted from obtaining previous sanction of SACON for accepting commercial employment.
 - v Employees declared surplus will be entitled for the other benefits as per the Rules of SACON over and above the ex gratia payment.
 - vi The order of voluntary retirement in each case should clearly stipulate that the surplus post held by the retiring incumbent will stand abolished from the date of his/her retirement.
 - vii The payment of ex-gratia will be as per the following conditions.
 - a. The ex-gratia will be subject to a minimum of Rs.25000 or 250 day's emoluments whichever is higher.
 - b. The ex-gratia amount should not exceed the sum of the basic pay plus DA that the employee would draw at the prevailing level for the balance of the period of service left before superannuation.
 - c. The ex-gratia amount will be paid in lump-sum
 - viii Wherein any case a surplus employee refuses to accept the decision of the competent authority he/she should be served with a notice for termination of his services under the rules applicable to him/her. The post held by him/her should be abolished forthwith and necessary pay and allowances for the period of notice (or for the period of deficiency therein, as the case may be) paid to him, instead of prolonging his/her stay in the centre.
 - ix The Director shall submit a report on the details of special VRS to the Governing Council before end of the financial year in which post/s is/are declared surplus