

**BYELAWS
OF
CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)**

1. DEFINITIONS

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

- (a) **'Administrative Ministry'** means a Ministry or a Department of Government of India as notified from time to time under which administrative control the Society functions.
- (b) **'Society' or 'C-MET'** means the Centre for Materials for Electronics Technology and includes its laboratories at various locations.
- (c) **'Council'** means the Governing Council of the Society.
- (d) **'Chairman'** means the Chairman of the Council/ Committee of the Society.
- (e) **'Committee'** means the Executive Committee of the Society.
- (f) **'Executive Director'** means the Chief Executive of the Society.
- (g) **'Registrar'** means the Registrar of the Society.
- (h) **'Chief Finance Officer'** means Chief Finance Officer/Senior Finance Officer or any **other officer responsible for financial functions of the Society.**
- (i) **'Competent Authority'** means the authority indicated for various purposes in these Rules or any other Rules applicable or in force in the Centre.
- (j) **'Appointing Authority'** in relation to any post means the authority competent to make appointment to that post.
- (k) **'Director'** means Head of the Laboratory of C-MET. The term also means 'Executive Director', if there is no regular Director/Director (Acting) in a Laboratory.

2. RESIDUARY CONDITIONS OF SERVICE

Any matter relating to the conditions of service of the employees for which no provision is made in these rules shall be regulated by the Government of India rules and regulation as applicable to its employees till the time the Council of the Society may take a decision in this connection and an amendment in this respect has been brought about.

3. POWER TO RELAX

Notwithstanding anything contained in these rules, the Council of the Society may relax any of the provisions of these rules. Relaxation should, however, be in very exceptional and rare circumstances.

4. COUNCIL MEETINGS AND PROCEDURES

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

- 4.2 **Place of Meeting** : Meetings of the Council shall be held at the Headquarters of the Society unless the Chairman otherwise directs.
- 4.3 **Notice of a Meeting**: Notice of a meeting shall be given to the members at least fifteen days before the day of the meeting. In case of an extraordinary meeting, at least seven days notice shall be given. Notice should clearly contain the place of the Meeting; day and hour of the meeting and the statement of business to be conducted. While counting the period of notice, the date of the meeting and the date of the Notice have to be excluded.
- 4.4 **Quorum and Procedure**: 1/3rd of the total membership of the Council shall form the quorum and all issues shall be decided by a majority of votes of the members present and voting. In the event of a tie, the Chairman shall have a second or casting vote. In the case of issues such as change of Name of the Society; change in aims and objectives of the Society; amalgamation and division of the Society; dissolution of the Society etc., two third majority is required. For this purpose the total membership shall be the number of the members for the time being in the Council.
- 4.5 **Adjourned Meeting**: If there is no quorum at the expiration of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to such a time and/or date as the Chairman may fix. No quorum shall be necessary for such an adjourned meeting.
- 4.6 **Chairman of the Meeting**: The Chairman of the Council shall preside over all meetings of the Council. In the absence of the Chairman, the Vice-Chairman of the Council shall preside over the meeting. If both Chairman and Vice-Chairman are absent, such member elected from amongst those present, other than the Executive Director and nominated members, shall preside over the meeting.
- 4.7 **Nature of Business of the Meetings**: The Council shall meet to consider the reports about the activities of the Society (Annual Plans and programmes, Annual Budget, Annual Accounts etc.) forwarded by the Committee, to determine policy for the guidance of the Committee, to consider and pass the detailed Annual Budget Estimate as well as revised Estimate, Annual Accounts etc. submitted by the Committee with recommendation of the Committee and to consider such matters as may be brought before the Council with the permission of the Chairman.
- 4.8 **Minutes** : The Registrar shall keep the minutes of the meetings of the Council, and send a copy of the minutes of every such meeting, as early as possible (preferably within a fortnight) to the address of every member indicating the authority to take action on each decision.
- 4.9 **Vacancy** : When a vacancy occurs in the office of the nominated members of the Council through death, resignation, or for any other reason, such vacancy shall be filled by a person nominated by the concerned nominating authorities.
- 4.10 **Vacancy not to affect Proceedings** : If any vacancy in the office of a member of the Council has occurred, the continuing members shall act as if no vacancy had occurred and no act or proceedings of the Council shall be deemed to be invalid merely by reason of a vacancy or of a defect in the

appointment of a person acting as a member. Nothing in this rule will derogate from provision regarding quorum necessary in the meetings of the Council.

5. GENERAL BODY OF THE SOCIETY

- 5.1. General Body shall mean all the members of the Governing Council of the Society and the Registrar of the Society. Chairman of the Council will be Chairman of the General Body. Any subsequent addition/admission of the members to the Society would be decided by the Council.
- 5.2. **Meeting and Nature of Business:** The General Body shall meet at least once a year to consider and adopt the Annual Report and Audited Statement of Accounts. This meeting will be called as Annual General Meeting of the General Body provided, however, that no separate meeting should be required as long as the General Body is confined to members of the Governing Council only and the Council is meeting for the same purpose.

6. COMMITTEE MEETINGS AND PROCEDURES

- 6.1. **Meetings :** Meetings of the Committee shall be held at least four times a year. Special meetings of the Committee, if necessary, shall be convened by the Chairman or at the written request of at least one third of the members of the Committee.
- 6.2. **Place of meeting :** Meetings of the Committee shall be held at the Headquarters of the Society unless the Chairman otherwise directs.
- 6.3. **Notice of a meeting:** Notice of a meeting shall be given to the members at least seven days before the day of the meeting.
- 6.4. **Quorum and Procedure:** 1/3rd of the total membership of the Committee shall form the quorum and all issues shall be decided by consensus of the members present.
- 6.5. **Adjourned meeting:** If there is no quorum at the expiration of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to such a time and/or date as the Chairman may fix. No quorum shall be necessary for such an adjourned meeting.
- 6.6. **Chairman of the meeting:** The Chairman of the Committee shall preside over all meetings of the Committee.
- 6.7. **Nature of business of the meetings:** The Committee shall meet to monitor and review the activities of the Society and to take remedial measures, as deemed fit, to meet the aims and objectives of the Society and to consider such matters as may be brought before the Committee with the permission of the Chairman.
- 6.8. **Minutes :** The Registrar shall keep the minutes of the meetings of the Committee, and send a copy of the minutes of every such meeting, as early as possible to the address of every member indicating the authority to take action on each decision.

- 6.9. **Vacancy** : When a vacancy occurs in the office of the co-opted members of the Committee through death, resignation, or for any other reason, such vacancy shall be filled by a person nominated by the Chairman of the Council of the Society.
- 6.10. **Vacancy not to affect proceedings** : If any vacancy in the office of a member of the Committee has occurred, the continuing members shall act as if no vacancy had occurred and no act or proceedings of the Committee shall be deemed to be invalid merely by reason of a vacancy or of a defect in the appointment of a person acting as a member. Nothing in this rule will derogate from provision regarding quorum necessary in the meetings of the Committee.

7. BUSINESS BY CIRCULATION OF PAPERS

The Council/Committee may dispose off urgent matters by circulation of papers in such cases where the decision cannot wait for formal convening of the meeting. However, the decision taken shall be vetted in its next meeting.

8. POWERS, FUNCTIONS AND DUTIES OF THE COUNCIL

The Council shall be the apex policy making body of the Society, for the fulfillment of the aims and objectives set forth for the Society within the parameters of policy framework prescribed by the Administrative Ministry.

9. POWERS, FUNCTIONS AND DUTIES OF THE COMMITTEE

- 9.1 Subject to the overall control of the Council, and within the powers delegated, the Committee shall perform the following functions:
- 9.1.1 To monitor and review periodically the activities of the Society and to make remedial measures, as deemed fit, to meet the aims and objects of the Society.
- 9.1.2 To consider the detailed Annual Budget Estimate and also Revised Estimate submitted by the Society and forward the same with its recommendations to the Council.
- 9.1.3 To recommend to the Council any reappropriation to augment provisions under the heads other than "Salaries, Allowances and Provident Fund Contributions".
- 9.1.4 To consider and submit for approval of the Council / Government, where necessary, the proposals for alteration, addition and modification to the Byelaw made under the rules of the Society.
- 9.1.5 To propose from time to time alteration and modifications to the Rules and Regulations to meet the aims and objects of the Society for approval of Council / Government, where necessary.
- 9.1.6 To approve foreign travels of all staff except the Chief Executive of the Society and Directors.

- 9.1.7 To recommend sub-delegation of powers, functions and duties to any member of the Society for approval by the Council.
- 9.1.8 To approve functional designations to staff at various levels.
- 9.1.9 To propose additions, alterations and modifications to the Byelaws or any related matter for consideration and approval of the Council / Government.
- 9.1.10 To appoint, from time to time, subcommittees from amongst its members and/or staff of the Society and assign specific responsibilities.
- 9.1.11 To Recommend suitable grant of moneys or other assistance to other R&D Societies, Universities or Industries for carrying out research, development, and investigation subject to the provision in the budget for consideration and approval of the Council.
- 9.1.12 To recommend grant of fellowships, scholarships, awards or other monetary assistance, on such terms and conditions as it may prescribe, to such persons as it may select for carrying out any research, investigation and study on a subject in which the Society is interested.
- 9.1.13 Publish and/or to finance the publications, as it may deem fit, from time to time of the work done or work carried out on behalf of the Society.
- 9.1.14 To exercise powers delegated to the Committee with the approval of the administrative ministry.
- 9.2 To review reports submitted by the Executive Director in respect of the following:
 - 9.2.1 Progress on projects undertaken by the Society unit wise
 - 9.2.2 Details of new projects undertaken / likely to be obtained
 - 9.2.3 Details of projects completed
 - 9.2.4 Statement of tours undertaken by the Director.
 - 9.2.5 Visit by VIPs / dignitaries to the Laboratories of the Society
 - 9.2.6 Details on air travel by non-entitled staff
 - 9.2.7 Details on manpower strength including research staff viz., sanctioned, filled, vacant and number of persons on short-term contract.
 - 9.2.8 Details of papers published by staff of the Society in national and international publications
 - 9.2.9 Details of patents applied / received / held
 - 9.2.10 Details of pending court cases.
- 9.3 **Finance & Accounts Committee**

The Executive Committee shall also be the Finance & Accounts Committee of the Society and the powers of the Committee shall in particular be as under: -

- 9.3.1 To scrutinize and recommend to the Governing Council, the Budget Estimates/Revised Estimates of the Society.
- 9.3.2 To recommend reappropriation of funds from one head to another head of account within its overall approved outlay for that year;
- 9.3.3 To recommend write-off losses;
- 9.3.4 To recommend disposal of surplus/obsolete items as per the prescribed procedure;
- 9.3.5 To prescribe the Heads of Account to be adopted by the Society both for its revenue and capital expenditure;
- 9.3.6 To advise the Society from time to time in various financial matters;
- 9.3.7 To financially appraise the projects costing above Rs.50 lakhs;
- 9.3.8 To scrutinize the Audited Annual Account of the Society before their submission to the Governing Council / General Body for Adoption;
- 9.3.9 To recommend to Governing Council/General Body for appointment of Auditor and payment of fee;
- 9.3.10 Any other item to be specifically allotted to this Committee by the Governing Council of the Society from time to time.

10. SPECIAL POWERS OF THE CHAIRMAN

The Chairman of the Council/Committee may, in emergent cases or under special circumstances exercise the powers of the Council/Committee, in consultation with one or more members of the Council/Committee. The decision shall be vetted in the next meeting of the Council/Committee.

11. VOTING POWERS

Each member of the Council shall have one vote. Where there is no unanimity, decision shall be taken by a majority vote of the members present and voting. Chairman shall have a casting vote wherever there is a tie.

12. DISAGREEMENT

In the event of disagreement between the Chairman of the Council and the Finance Member of the Council on any financial matters beyond the delegated powers of the Administrative Ministry, the matter may be referred to the Administrative Ministry and the Ministry of Finance, if considered necessary, for a decision.

13. STEERING COMMITTEE (SC) MEETINGS AND PROCEDURES

- 13.1 **Meetings** : Meetings of the SC shall be held at least three times in a year. Special meetings of the SC, if necessary, shall be convened by the Executive Director with the permission of the Chairman.
- 13.2 **Place of meeting** : One Meeting each of the SC in a year shall be held at each laboratory of the Society unless the Chairman otherwise directs. The Special meetings shall be held at Head Quarters.
- 13.3 **Notice of a meeting**: Notice of a meeting shall be given to the members at least seven days before the day of the meeting.
- 13.4 **Quorum** : The quorum of meetings shall be four.
- 13.5 **Chairman of the meeting**: The Chairman of the SC shall preside over all meetings of the SC. In the absence of the Chairman such member elected from amongst those present, other than the Executive Director and the nominated experts, shall preside over the meeting.
- 13.6 **Nature of business of the meetings**: To review the Scientific activities of the Society, to provide a thrust, suggest new areas of research and orient programmes in the desired direction. The SC would also exercise critical judgment of the activities of the Society and give directions for international scientific collaboration and Research schemes.
- 13.7 **Minutes**: The Executive Director shall nominate an officer of the Society who shall coordinate the activities of the SC and who shall also keep the minutes of the meetings of the SC and send a copy of the minutes of every such meeting, as early as possible to the address of every member.
- 13.8 **Vacancy** : When a vacancy occurs in the office of the nominated members of the Committee through death, resignation, or for any other reason, such vacancy shall be filled by a person nominated by the Chairman of the SC.
- 13.9 **Vacancy not to affect proceedings** : If any vacancy in the office of a member of the SC has occurred, the continuing members shall act as if no vacancy had occurred and no act or proceedings of the SC shall be deemed to be invalid merely by reason of a vacancy or of a defect in the appointment of a person acting as a member. Nothing in this rule will derogate from provision regarding quorum necessary in the meetings of the SC.
- 13.10 **Functions of the Steering Committee**:
- 13.10.1 To evaluate technologies in the areas of Electronic Materials and their processing to obtain materials, devices, sub-systems or systems for Advanced Information Technology, Electronics and related fields.
- 13.10.2 To assess the capabilities and facilities for research and development in the units of the Society.
- 13.10.3 To provide directions for R&D and augmentation of performance.
- 13.10.4 To evaluate and assess the Human Resource Development needs and the role of the Society.

- 13.10.5 To consider and recommend specific R&D projects proposed by the Laboratories of C-MET meeting the overall objectives of the Society.
- 13.10.6 To provide guidelines for Annual Action Plan of the constituent Laboratories of the Society.
- 13.10.7 To propose and recommend long term R&D vision for the Society.
- 13.10.8 To provide guidelines for interaction with Industry, users and academic Institutions.
- 13.10.9 To review achievements with reference to tasks undertaken during the year and progress made in relation to achieving long-term objectives and the quality of output of the Society and to identify the bottlenecks if any and make suggestions for their removal.
- 13.10.10 To suggest distinguished teachers / experts / specialists in various fields from other universities or institutions of higher learning to be invited so as to obtain the services of talented personnel in other institutions by the Society.
- 13.10.11 To approve long term or specific short term agreement for academic exchange programme with such departments of other universities and other institutions of higher learning, as may be necessary under which the scholars of the two institutions may collaborate in research, participate in teaching and other academic pursuits as may be decided from time to time.
- 13.10.12 To substantially strengthen enabling mechanisms that relate to technology development, evaluation, absorption and up gradation from concept to utilization.
- 13.10.13 To establish an Intellectual Property Rights (IPR) regime which maximizes the incentives for the generation and protection of intellectual property by all types of inventors. The regime would also provide a strong, supportive and comprehensive policy environment for speedy and effective domestic commercialization of such inventions so as to be maximal in the public interest.
- 13.10.14 To institute new mechanisms to facilitate the return of scientists and technologists of Indian origin to India, as also their networking, to contribute to Indian Science and technology.
- 13.10.15 To ensure our legislation with regard to Patents, Copyrights and other forms of Intellectual Property that maximum incentives are provided for individual inventors, and to our scientific and technological community, to undertake large scale and rapid commercialization, at home and abroad.

14. FINANCES AND ACCOUNTS

- 14.1 **Properties and Funds vested in the Council:** The properties and funds of the Society vested in the Council shall consist of:
 - 14.1.1 Grants-in-aid released by the Government of India,

- 14.1.2 Other grants, donations and gifts (periodical or otherwise).
- 14.1.3 The income from properties and funds vested in the Council and fees, subscriptions and other annual receipts.
- 14.1.4 All movable and immovable assets such as machinery, plant, equipment, computer hardware and software and instruments (whether laboratory, workshop or otherwise), books and journals, furniture, fixtures and land, buildings belonging to the Society.
- 14.1.5 Remuneration received through sponsored projects, consultancy, design, development, technology transfer, contracts etc.
- 14.2 **Acceptance of Donations etc :** The Council may accept donations; gifts and subscriptions for specific purposes provided no onerous conditions are attached to them. Donations by agencies abroad shall require prior approval of the government.
- 14.3 All moneys received for or on behalf of the Society, shall be deposited in a bank account or fixed deposit account with a public financial institution within the guidelines issued by the Government.
- 14.4 **Assets/Borrowings:** The Society may purchase/acquire or lease or sell or dispose off movable or immovable assets and also make borrowings or draw short/long term loans or temporary overdrafts/advances for acquiring assets/properties or carrying out activities.
- 14.5 **Payments:** Payments by or on behalf of the Society exceeding Rs.10,000/- shall be made by cheque. All cheques shall ordinarily be signed by the Finance Officer and countersigned by the Chief Finance Officer or by any other officer duly empowered by the Executive Director of the Society over the limit prescribed by the Executive Committee.
- 14.6 **Endorsements:** All bills for payment shall bear an endorsement "Passed for Payment" and the endorsement shall be signed by the Executive Director of the Society or by an officer to whom the power has been delegated by the Executive Director of the Society.
- 14.7 **Permanent & Temporary Advances:** Permanent and temporary advances for cash payments shall be kept by any officer of the Society as authorized by the Executive Director of the Society or by an officer to whom the power has been delegated.
- 14.8 **Budget:** The Society shall prepare or cause to prepare, in such form and at such time each year as may be prescribed, budget estimates in respect of the ensuing financial year and submit the same to the Council for its consideration and approval.
- 14.9 **Accounts & Audits**

- 14.9.1 The Society shall maintain such books of accounts and other books in relation to its accounts in such form and in such manner as may be prescribed. The Chief Finance Officer shall be responsible for the accounts of the Society.
- 14.9.2 The financial year of the Society shall be from 1st April each year to 31st March of the subsequent year.
- 14.9.3 The accounts of the Society shall be audited by such auditors as approved by the Council/General Body from the approved list of auditors of the Comptroller and Auditor General of India.

15. DUTIES AND FUNCTIONS OF OFFICERS OF THE SOCIETY

15.1 Duties and Responsibilities of the Executive Director:

- 15.1.1 The Executive Director shall be the Chief Executive of the Society.
- 15.1.2 **Business of the Society:** It shall be the duty of the Executive Director to carry on the work of the Society under the direction of the Council/Committee in accordance with the Rules & Regulations and Byelaws for the administration and management of the Society. In case of an emergency, he may take such actions as may be necessary and get such decisions ratified by the Council/Committee.
- 15.1.3 **Direction and control of the Staff:** All members of the staff of the Society shall be under the general control of the Executive Director, who may issue Standing orders/office orders on various subjects, as necessary, from time to time.
- 15.1.4 **Annual Report:** The Executive Director shall submit the Annual Report of the Society to the Council/General Body in time each year.

15.2 Duties and Responsibilities of the Directors/Heads of Laboratories:

- 15.2.1 The Directors are the executive heads of the respective Laboratories and be accountable for its performance and will function under the overall directions and guidance of the Executive Director and within the Rules of the Society.

15.3 Duties and Responsibilities of Registrar

- 15.3.1 **Secretarial Work:** The Registrar shall act as Non-member Secretary to the Council and the Member Secretary to the Committee.
- 15.3.2 **Work under the general control of the Executive Director:** In all matters concerning the Society he shall act under the general control and orders of the Executive Director.
- 15.3.3 **Correspondence:** The Registrar shall be in charge of correspondence relating to the Society, subject to the instructions of the Executive Director.
- 15.3.4 **Office Management :** The Registrar will be in charge of the administration of the Society and discharge responsibilities under the overall supervision of the

Executive Director.

- 15.3.5 **Maintenance of the Premises:** The Registrar will look after the maintenance and upkeep of the premises and the property of the Society.

15.4 **Duties and Responsibilities of Administrative Officers at Laboratories**

The Administrative Officers shall be in charge of the personnel, administrative, Purchase and finance work under the supervision of the concerned Director of the Laboratory. He shall be in charge of the correspondence relating to the unit, subject to the supervision of the Director of the Laboratory. He shall supervise the administrative and miscellaneous support staff of the Laboratory. He shall look after the maintenance and upkeep of office and laboratory premises and property of the Laboratory. The Administrative Officer shall sign contracts for the purpose of hire and purchase for land and building and similar assets by or on behalf of the Laboratory and he shall also sue or be sued in the name of the Laboratory.

15.5 **Duties and Responsibilities of the Chief/Senior Finance Officer and Finance Officers at Laboratories**

The Chief/Senior Finance officer shall be responsible for all matters relating to accounts, finance, budgets, audits and related matters of the Society. Similarly the Finance Officers in the Laboratories shall be responsible for all matters relating to accounts, finance, budgets, audits and related matters of the Laboratories. All these officers shall ensure that they manage their responsibilities in the manners prescribed in the policy manual and shall also ensure that the powers exercised by various authorities are strictly in conformance to the delegation of powers approved by the Council.

- 15.6 **Duties and Functions of the other staff members:** Duties and functions of the other staff members will be decided by the Executive Director.

16. **EXECUTION OF CONTRACTS ON BEHALF OF THE SOCIETY**

- 16.1 **Contracts with Executive Director :** All contracts between the Society and the Executive Director shall be signed by the Chairman of the Council or any other person authorized by the Council for the purpose.

- 16.2 **Contracts with others :** All other contracts by or on behalf of the Society in general, shall be signed by the Executive Director or Registrar and the contracts by or on behalf of a laboratory of the Society shall be signed by the Director or Administrative Officer of the Laboratory.

17. **TERMS AND CONDITIONS OF THE SERVICE OF THE STAFF OF THE SOCIETY**

17.1 **Categories of Employees**

The employees of the Society, other than the Executive Director, are divided into the following four categories:

- 17.1.1 Member Scientific & Technical staff

17.1.2 Member Technical Support staff

17.1.3 Member Administrative & Finance Staff

17.1.4 Member Administrative Support staff.

17.2 Pay & Allowances and Other Facilities

17.2.1 Pay Scales

17.2.1.1 MEMBER SCIENTIFIC AND TECHNICAL STAFF (Scientists/Engineers)

GRADE	SCALE OF PAY (in Rs.)
ET I	6500-200-10500
ET II	8000-275-13500
ET III	10000-325-15200
ET IV	12000-375-16500
ET V	14300-400-18300
ET VI	16400-450-20000
ET VII	18400-500-22400
ET VIII	22400-525-24500

ET stands for Executive Technical

17.2.1.2 MEMBER TECHNICAL SUPPORT STAFF

ST I	3050-75-3950-80-4590
ST II	4000-100-6000
ST III	4500-125-7000
ST IV	5500-175-9000
ST V	6500-200-10500
ST VI	8000-275-13500
ST VII	10000-325-15200

ST stands for Support staff Technical

17.2.1.3 MEMBER ADMINISTRATIVE STAFFS (EXECUTIVES)

EA I	6500-200-10500 (Functional Scale)
EA II	8000-275-13500
EA III	10000-325-15200
EA IV	12000-375-16500
EA V	14300-400-18300

EA stands for Executive Administration

17.2.1.4 MEMBER ADMINISTRATIVE SUPPORT STAFF

SA I	2550-55-2660-60-3200
SA II	2610-60-3150-65-3540
SA III	3050-75-3950-80-4590
SA IV	4000-100-6000

SA V	4500-125-7000
SA VI	5500-175-9000

SA stands for Support Staff Administration

17.2.2 Designations

Besides Grade designations, viz., Executive Technical, Executive Administration, Member Support Staff Administration, functional designations could be assigned by this Society to senior officers of Scientific/Technical cadre and all officers in Administration/Purchase who are required to correspond with other agencies and where the requirement is of such a nature to identify the designation of the signatory.

17.2.3 Pattern Of Emoluments and Revision

The Pay and allowances have generally been patterned on the terms of employment in Central Government. Certain benefits that are available in Central Government are not available to the employees of the Society. In few cases, the benefits available in the Government have been liberalized. Any benefits not provided for in these Byelaws/Policy manual should not be extended without approval by the Governing Council. Pay and allowances revision in the Government shall automatically apply to the Society.

The benefits provided for in these Bye-laws shall be extended only to those who are working in the regular scale of pay against sanctioned posts; in all other cases, viz., Research personnel, facilitation trainees, contract staff, Project staff, consultants shall be offered consolidated lump sum remuneration. Such personnel shall only be allowed Casual Leave beyond the lump sum remuneration.

17.3 Service Conditions

17.3.1 General Conditions

The service of the employees of the Society is subjected to the Fundamental Rules of Government of India. As far as Supplementary Rules are concerned the Society shall follow the Government of India Rules except where it is specifically provided for in the Policy Manual.

17.3.2 Appointments

17.3.2.1 Reservation

The reservation in the service shall be applicable as per Government of India guidelines issued from time to time.

17.3.2.2 Probation

A person appointed against sanctioned posts under direct recruitment shall be placed on probation for a period of two years from the date of joining the post. The appointing authority may declare successful completion or may extend the period of probation on the basis of evaluation of the individual performance. The probation shall stand successfully completed on issue of orders in writing.

17.3.2.3 Confirmation in Service:

A person appointed against a permanent post as a direct recruit with definite conditions of probation is to be confirmed in the grade with effect from the date on which he successfully completes the period of probation.

17.3.2.4 Service Bond

A person appointed against a permanent post as a direct recruit shall execute a service bond for serving the Society for atleast five years. The service bond need not be enforced where an employee leaves the Society to take up new employment under Central/State Government or Central/State PSUs/ Autonomous bodies/Statutory bodies, for which he/she applied through proper channel.

17.3.2.5 Termination/ Resignation

A temporary employee may resign from the service of C-MET giving one month's notice and the Society may also terminate the service of a temporary employee after giving one month's notice or payment of pay in lieu of notice period.

The regular employee may resign from the Society by giving three month's notice. The Society may also accept three months pay or adjust balance EL in credit in lieu of notice period in case of resignations. In case of employees on probation, the notice period shall be one month. Resignations shall be accepted by the Appointing authority concerned.

The services of an Employee of the Society may be terminated at any time by a notice of three months. The C-MET has also the option to pay the Employee of the Society his pay and allowance for the period of three months or for the period by which such notice falls short of three months and terminate his services immediately.

17.3.2.6 Superannuation

The age of superannuation for all categories of staff shall be 60 years. However, a special review of performance of an employee shall be conducted when he/she attains the age of 50 years, 55 years, and 58 years to assess their suitability for continued service. The age of superannuation is dependent on decision that may be taken by the Central Government from time to time in that respect.

17.3.3 Allowances

17.3.3.1 Allowances like City Compensatory Allowance (CCA), Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance etc shall be as available under Central Govt. orders issued from time to time.

17.3.3.2 Telephone/Internet Facility at residence :

Based on the functional requirements, certain categories of officials are entitled to Telephone/Internet facility at their residence.

17.3.3.3 Leased Accommodation facility:

The 'Leased accommodation' facility shall be allowed broadly in accordance with the instructions issued by the Central Government from

time to time.

- 17.3.3.4 **Leave Travel concession:**
The employees of the Society shall be encouraged to be away from work place and avail LTC as per Government of India Rules.
- 17.3.3.5 **Medical Facilities:**
The employees shall be eligible for the reimbursement of medical expenses incurred by them towards the medical treatment of self and family members as per the Policy Manual of the Society.
- 17.3.3.6 **CPF:**
The employees shall be admitted to Contributory Provident Fund under the Employees' Provident Fund Act, 1952. (or) C-MET shall have the option to create a Provident Fund Trust managed by itself, features of which shall broadly be the same as provided for under Central Govt Rules.
- 17.3.3.7 **Gratuity:**
The employees shall be eligible for Gratuity in line with Rules applicable to the employees of Government of India.
- 17.3.3.8 **Benevolent Fund:**
The employees of the Society shall be provided with a Staff Benevolent Fund Scheme to render immediate financial assistance to members of the family of a member in the event of his death or if he is in dire distress. The Staff Benevolent Fund will consist of contributions of the employees of the Society.
- 17.3.3.9 **Membership of Professional Bodies/Institutions:**
The Executives of the Society are encouraged to participate in professional bodies/institutions in the field of their specialization. Life membership is allowed with conditions given in the Policy manual. The Society shall reimburse 90% of the membership fee for one National and one International professional body.
- 17.3.3.10 **Group Insurance Scheme – Savings fund:**
The employees of the Society shall be covered under Group Insurance Scheme formulated in association with any of the Insurance companies, where there shall be no contribution by the Society. The Fund shall constitute contributions made by the employees of the Society.
- 17.3.3.11 **Reimbursement for newspapers / periodicals:**
The employees of the Society shall be reimbursed the expenses on the purchase of newspapers/magazines at their residence subject to the limit prescribed in the Policy Manual.
- 17.3.3.12 **Canteen facility :**
The employees of the Society shall be provided with subsidized canteen facility and where the Canteen facility is not provided the staff would be paid the canteen allowance as prescribed in the Policy Manual.

- 17.3.3.13 **Children's Educational Allowance:**
The employees of the Society shall be provided with **Children's Educational Allowance** for their children upto maximum of two children as prescribed in the Policy Manual.
- 17.3.3.14 **Children's Book Allowance:**
The employees are eligible for reimbursement of **Book allowance as prescribed in the Policy Manual.**
- 17.3.3.15 **Cash Handling Allowance:**
The employee who handles the cash is eligible for Cash Handling Allowance as prescribed in the Policy Manual.
- 17.3.3.16 **Washing Allowance:**
the Support staff who have been supplied with uniforms are eligible for Washing Allowance as prescribed in the Policy Manual.
- 17.3.3.17 **House Building Advance and other advances:**
These will be as per Central Government Rules, provided specific budget provision is available. Alternatively, considering the financial status of the Society, interest subsidy to the employees shall be allowed, who have taken loan under Government recognized schemes/financial institutions. The interest subsidy shall be the difference in interest rate in Government and the rate at which the employee has taken the loan.

17.3.4 **Additional Benefits**

- 17.3.4.1 **Reimbursement for Purchase of Scientific Books:**
The Scientists of and above the grade of ET-III shall be reimbursed the expenses incurred by them on the purchase of Scientific books related to their area of research as prescribed in the Policy Manual.
- 17.3.4.2 **Multi Functional Allowance:**

The Support staff who perform multi-functional duties are eligible for Multi Functional Allowance as prescribed in the Policy Manual.
- 17.3.4.3 **Performance Incentive:**

A Scheme for Professional Compensation as incentive for successfully and timely completion of target-oriented revenue earning projects shall be available for the employees of the society. The objective of the Professional Compensation Scheme is to provide incentive to staff such that they undertake more projects in high-tech area and complete them with utmost temporal and financial economy thus saving funds: a fraction of which will be used for providing additional facilities and also for payment of cash incentive to the staff. Under the scheme 30% of the savings are distributed among the project team and other staff and 70% shall be used for creation of a Corpus Fund so that over a period the Society becomes self-sustaining. The details of the scheme are given in the Policy Manual.
- 17.3.4.4. **Reimbursement of Credit Card Membership Fee**

Employees of C-MET in the scale of pay Rs 12000-375-16500 shall be reimbursed membership fee limited to one credit card per person as prescribed in the Policy manual.

17.4 Leave

Employees of the Society shall be eligible for grant of Earned Leave, Half Pay Leave, Commuted Leave, Leave Not due, Extra Ordinary Leave, Maternity Leave, Paternity Leave, Special Disability Leave, Hospital

Leave, Study leave, Casual Leave or any other leave in accordance with guidelines given in the Policy Manual.

17.5 Working Hours

The Society shall work for 5 days a week with Saturdays and Sundays as weekly off days. The Executive Director of the Society / Directors of the Laboratories shall be competent to declare any day as an off day and substitute the Saturday falling next as a working day to avoid disturbances during Bandh, strike, etc. The Executive Director shall decide the working hours of the Society. The working hours shall normally be 9.00 AM to 5.30 PM with 30 minutes lunch break, or as applicable to employees of the administrative ministry.

17.5.1 Attendance

Attendance shall be marked daily according to the methods prescribed from time to time. An employee who is absent from duty shall be liable for deduction of pay. Computerized punching attendance system will be introduced to regulate the attendance of employees.

17.5.2 Absence from Station

Employees are required to take permission from their reporting officer for being absent from the station. In case of emergent situations where such sanction cannot be taken, employee shall inform their reporting officer at the earliest opportunity.

17.5.3 Employees not to be absent from duty without permission or be late in attendance: Employee shall not absent himself/herself from his/her duties or be late in attending office without having first obtained the permission of the competent authority, nor shall he/she absent himself /herself in case of sickness or accident without submitting a proper medical certificate:

Provided that in the case of temporary indisposition the production of a medical certificate may not be insisted upon in the case of any employee if leave to be granted does not exceed three days and the competent authority is satisfied with the bonafides of the reasons for any such leave.

An employee who absents himself from duty without proper permission or overstays his/her leave, except under circumstances beyond his/her control for which he/she must tender a satisfactory explanation, shall not be treated

as “*dies non*” unless it is condoned by the Leave sanctioning authority and treat as Extra ordinary leave. Such absence without leave where it stands singly and not in continuation of any authorized leave of absence will constitute an interruption of service for the purpose retirement benefits unless the Competent authority exercises its powers to treat the period as leave without allowance. Apart from this the employee shall further be liable to such disciplinary measures as the competent authority may impose.

An employee, while on duty in office, has left the office without proper permission or while in the office, has refused to perform the duties assigned to them is subversive of discipline. In such cases, the leave sanctioning authority may order that the days on which work is not performed as *dies non*, ie., they will neither count as service nor be construed as break in service. Apart from this the employee shall further be liable to such disciplinary measures as the competent authority may impose.

An employee is habitually attending late or comes late without sufficient justification and the leave sanctioning authority concerned is not prepared to condone the late coming but does not propose to take disciplinary action, shall have one day casual leave forfeited for every three days of such late attendance in a month. Where such an employee has no casual leave due to him/her, it may be informed the employee that he/she will be treated as on unauthorized absence or to apply for any kind of leave due and admissible for the entire day and the same may be sanctioned by the competent authority.

17.5.4 Holidays

The Society shall observe holidays in the same pattern as that is applicable to the Central Government offices of respective States.

17.6 Grievance

There shall be an official machinery to deal with the Grievances of the employees in the work place. There shall be a Welfare Officer at each laboratory for the purpose of co-ordinating and monitoring welfare activities of the employees during the office hours. It will be the duty of the Welfare Officers to keep a track of the Complaints/grievances brought to his/her notice and ensure satisfactory redressal of the same.

17.7 APPOINTMENT OF STAFF

17.7.1 Appointment of Executive Director

Appointment to the post of Executive Director shall be made by the Chairman of the Governing Council according to such procedure and on such terms and conditions as may be decided by the Council with approval by the Government of India. A five member Selection Committee consisting of the Vice-Chairman of the Council, two members nominated by the Government of India and two members nominated by the Chairman of the Council will constitute the Selection Committee to recommend a panel of recommended candidates for approval by the Government of India. The Selection Committee may decide whether applications are required to be invited

through open advertisement or not.

17.7.2 Appointment of Directors/Technical Staff in the grade of Rs.18,400-500-22,400 and Registrar

Appointment of Directors/Technical staff in and above the grade of Rs.18,400-500-22,400 shall be made by the Chairman, Governing Council with the approval of the Government. Appointment of Registrar shall be approved by the Chairman, Governing Council and reported to the Council.

17.7.3 Appointment of Directors /Technical Staff/Administrative Staff in the grade Rs.16,400-450-20,000 or below

The appointment of Directors, Technical Staff/Administrative Staff for the Society in grade of Rs.16,400-450-20,000 or below shall be made by the Executive Director of the Society or by an Officer to whom the power has been delegated by him.

17.7.4 Posting / Transfer

The employees of the Society are liable to be posted at the discretion of the Executive Director and subject to the guidelines issued in this behalf, to serve at any of the Laboratories of the Society.

17.8 Whole time Service

An employee shall devote his whole time to the service of the Society and shall not take active part in politics, or without the previous permission of the Council in the case of the Executive Director and the Executive Director/Director in the case of others, engage directly or indirectly, in any trade, business, or occupation or enter into any remunerative commitment, or absent himself from duty except in the case of accident or sickness certified by a competent medical authority. Members of the staff shall not stand for election or accept nomination to any other body or authority without the previous permission of the Council in the case of the Executive Director and Executive Director/Director in the case of others.

17.9 Attendance at Scientific Conferences

17.9.1 The employees of the Society shall be allowed to attend scientific conferences, congresses, seminars, workshops, etc. and may be deputed for specialized training or for the work of the Centre within India with the approval of the Executive Director of the Society or a member of the staff to whom the power has been delegated. **In the case of Executive Director, he shall be the self-controlling officer.**

17.9.2 Deputation abroad for attending scientific congress, etc. by the Executive Director of the Society shall be approved by Chairman, Governing Council, while in the case of all other staff, it shall be by the Executive Committee.

17.9.3 The employees of the Society when deputed by the Society under the above bye-law shall be eligible for Daily and Traveling allowances as laid down by the Council from time to time. In addition, the employees as deputed shall be

entitled to draw the pay and allowances to which he/she is entitled to.

17.10 Contribution to Professional / Technical Journals / Periodicals

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

17.11 Intellectual Property Rights/ Patents/Copyrights

All work of intellectual nature whether in the form of reports, charts, paper analysis, design, software or hardware etc; carried out by a employee shall be owned by the Society without exception.

- The Society encourages its employees to actively pursue research. All the innovations and discoveries must be documented and reported to their reporting officers forthwith. The Society shall obtain patents or copyrights on ideas, design, research, etc if it deems fit. Employees may be suitably rewarded at the discretion of the Society in accordance with the mechanisms and the guidelines existing at that time. Intellectual Property generated at any place including office, home, or any other place during or beyond his office hours shall be owned by the Society.
- The Society may consider sharing commercial consideration received on sale of patent to a third party with the employee concerned in the proportion and within the mechanism as may be decided by the Society from time to time.

17.12 Publishing of Books and Research Papers

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

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

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

17.13 Consultancy

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

17.14 Conduct and Disciplinary Rules

17.14.1 The CCS (Conduct) Rules 1964 and CCA (Classification, Control and Appeal) Rules, 1965 as amended from time to time and applicable to employees of Government of India shall apply mutatis mutandis to all employees of the Society except those employed on casual basis.

17.14.2 Disciplinary authority as specified below or authority higher than it may impose any of the penalties specified:

Sl. No.	Level	Appointing Authority	Disciplinary Authority	Extent of power of Disciplinary Authority to impose penalties	Appellate Authority
A	B	C	D	E	F
1	Executive Director	Chairman, Governing Council with the approval of Govt.	Chairman, Governing Council	All penalties	Governing Council
			Vice-Chairman, Governing Council	Minor penalties	Chairman, Governing Council
2	Director in Pay Scale of Rs.18,400-500-22,400 and Registrar	Chairman, Governing Council	Chairman, Governing Council	All penalties	Chairman, Governing Council
			Vice-Chairman, Governing Council	Minor penalties	Chairman, Governing Council
3	Executives and Staff with pay scale Rs. 5,500 - 9,000 and above and upto Rs.16400-450-20000	Executive Director	Executive Director	All penalties	Vice-Chairman, Governing Council
4	Others	Registrar/ Director	Registrar / Director	All penalties	Executive Director

17.15 Private Trading

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

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

17.16 Press, Publicity Coverage, etc.

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

17.17 Contribution to Newspapers, Radio, etc

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

18. PERIODICAL REVIEW BY ADMINISTRATIVE MINISTRY

Performance review meetings shall be held by the Administrative Ministry where the Executive Director shall give a presentation on the projects in hand, and those in the offing. A critical analysis shall be made of timely completion of projects, technology content.

19. OFFICIAL LANGUAGE IMPLEMENTATION ACT

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

20. MANAGEMENT AUDIT

The administrative ministry shall make arrangements to conduct management audit of the Society and its units and confirm that the processes practiced by the unit/society are adequate and in conformance to the laid down procedures and the powers exercised by various authorities are well within the approved delegation of powers.

21. DELEGATION OF POWERS

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

the Chairman for approval. Society may recommend delegation of powers to officers below the level of Director which shall be recommended by the Executive Director of the Society for approval by the Council. However overall responsibilities for sub delegation of powers will be with the Director/Executive Director.

22. POLICY MANUAL

The policy manual spells out the administrative norms and procedure, service conditions, facilities and other information that the employees of the Society should be aware of. The major purpose of these rules, however, is to provide a ready reference. While the emphasis has been to cover maximum aspects to satisfy general queries with focus on accurate and up-to-date information, it cannot substitute a direct interaction with Administration/Finance/Personnel whenever detailed clarification is required on anything pertinent to respective functions. Bye-laws, Minutes of Governing Council, Executive Committee can be referred to for detailed rules wherever applicable.

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

Certified that this is a true copy of the Byelaws of the Society as amended in the 24th meeting of the Governing Council of the Society held on 19th October, 2004.

S. No.	Full Name	Address	Occupation	Signature
1.	Dr. Bijoy Kishore Das Executive Director of C-MET C-MET, Panchawati, Pune - 411008			
2.	Mr. Pankaj Agrawala Joint Secretary (Societies), Department of Information Technology Government of India New Delhi - 11003			
3.	Dr.U.P.Phadke Group Coordinator (R&D in Electronics) Department of Information Technology Government of India New Delhi – 11003			

I certify the aforesaid signatures.

Gazetted Officer
