

*CENTRAL COUNCIL FOR RESEARCH
IN AYURVEDIC SCIENCES*

**MEMORANDUM OF ASSOCIATION
AND
RULES, REGULATIONS & BYE- LAWS**

**MINISTRY OF HEALTH & FAMILY WELFARE
DEPTT. OF AYUSH
GOVERNMENT OF INDIA
NEW DELHI.**

2011

**MEMORANDUM OF ASSOCIATION
OF THE
CENTRAL COUNCIL FOR RESEARCH
IN AYURVEDIC SCIENCES**

1. NAME :

The name of the Society is the Central Council for Research in Ayurvedic Sciences hereinafter for the sake of brevity referred to as the Central Council which is one of the successors in office of the erstwhile Central Council for Research in Indian Medicine and Homoeopathy.

2. REGISTERED OFFICE :

The Registered Office of the Society shall be situated in the State of Delhi and presently at 61- 65 Institutional Area, opposite D-Block, Janakpuri, New Delhi - 110 058.

3. DEFINITIONS :

1. 'Central Council' means the Central Council for Research in Ayurvedic Sciences.
2. 'Director General' means the Director General of the Central Council.
3. 'Non-official Member' means the member other than official ones.
4. 'President' means the President of the GB of the Central Council.
5. 'Vice-President' means the Vice-President of the GB of the Central Council.

4. OBJECTIVES :

The objectives for which the Central Council is established are:

1. The formulation of aims and patterns of research on scientific lines in Ayurvedic Sciences.
2. To undertake any research or other programmes in Ayurvedic Sciences.
3. The prosecution of and assistance in research, the propagation of knowledge and experimental measures generally in connection with the causation, mode of spread and prevention of diseases.
4. To initiate, aid, develop and coordinate scientific research in different aspects, fundamental and applied of Ayurvedic Sciences and to promote and assist institutions of research for the study of diseases, their prevention, causation and remedy.
5. To finance enquiries and researches for the furtherance of objects of the Central Council.
6. To exchange information with other institutions, associations and societies interested in the objects similar to those of the Central Council and specially in observation and study of diseases in East and in India in particular.
7. To prepare, print, publish and exhibit any papers, posters, pamphlets, periodicals and books for furtherance of the objects of the Central Council and contribute to such literature.
8. To issue appeals and make applications for money and funds in furtherance of the objects of the Central Council and to accept for the aforesaid purpose gifts, donations and subscriptions of cash and securities and of any property whether movable or immovable.
9. To borrow or raise monies with or without security or on security mortgage charge, hypothecation or pledge of all or any of the immovable or movable properties belonging to the Central Council or in any other manner whatsoever.

10. To invest and deal with the funds and monies of the Central Council or entrusted to the Central Council not immediately required in such manner as may from time to time be determined by the Governing Body of the Central Council.

11. To permit the funds of the Central Council to be held by the Government of India.

12. To acquire and hold, whether temporarily or permanently any movable or immovable property necessary or convenient for the furtherance of the objects of the Central Council.

13. To sell, lease, mortgage and exchange, and otherwise transfer any of the properties movable or immovable of the Central Council provided prior approval of the Central Government is obtained for the transfer of immovable property.

14. To purchase, construct, maintain and alter any buildings or works necessary or convenient for the purpose of the Central Council.

15. To undertake and accept the management of any endowment or trust fund for donation, the undertaking or acceptance whereof may seem desirable.

16. To offer prizes and grant of scholarships, including travelling scholarships in furtherance of the objects of the Central Council.

17. To create administrative, technical and ministerial and other posts under the Society and to make appointments thereto in accordance with the rules and regulations of the Society.

18. To establish a provident fund and/or pension fund for the benefit of the Central Council's employees and/or their family members.

19. To do all such other lawful things either alone or in conjunction with others as the Central Council may consider necessary or as being incidental or conducive to the attainment of the above objects.

20. *To undertake R & D Consultancy projects and transfer of patents on drugs and process to industry.

21. *To undertake R & D projects sponsored by industries in public/private sector.

22. *To undertake international and interagency collaboration.

23. *Utilization of results of research conducted and payment of share of royalties/consultancy fees to those who has contributed towards pursuit of such research.

24. *To enter into arrangements with scientific agencies of other countries for exchange of scientists, study tours, training in specialized areas, conducting joint projects etc.

25. *To provide technical assistance to Govt./Private agencies in matters consistent with the activities of the Council.

26. *To assist Medicinal Plants Board, Government of India in achieving its objectives.

27. *To constitute small Management Committees consisting of eminent Scientists/Physicians of local areas to monitor the R & D activities and suggest remedial measures for the improvement of activities of all Central as well as Research Institutes of the Council.

5. MANAGEMENT OF ASSETS

The income and properties of the Central Council howsoever, derived shall be applied towards the objects thereof as set forth in this Memorandum of Association subject to such limitations as the Government of India may from time to time impose. No portion of the income or the properties of the Central Council shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise howsoever, by way of profit to the persons who at any time are, or have been members of the Central Council or to any of them or to any person claiming through them or any of them provided that nothing herein contained shall prevent payment in good faith to any individuals in return for the services rendered by them to the Central Council or for travelling allowance, honoraria and other charges.

6. GOVERNING BODY

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

Sl.No.	Name	Address	Occupation	Designation
1.	Sh.Gulam Nabi Azad	7, Akbar Road, New Delhi	Union Minister of Health & Family Welfare	President
2.	Sh.Gandhiselvan S.	3, Motilal Nehru Marg, New Delhi	Union Minister of State for Health & Family Welfare	Vice-President-I
3.	Sh.Anil Kumar	Indian Red Cross Society Building, New Delhi-1	Secretary, Deptt. of AYUSH, Ministry of Health & Family Welfare	Vice-President-II
4.	Sh.Naved Masood	Nirman Bhavan, New Delhi-1	Addl.Secretary & FA, Ministry of Health & Family Welfare	Member
5.	Dr.Rakesh Sarwal	Indian Red Cross Society Building, New Delhi-1	Joint Secretary, Deptt. of AYUSH, Ministry of Health & Family Welfare	Member
6.	Dr.Ram Harsh Singh	6, Ganga Bagh, Lanka, PO, BHU, Varanasi-5 (UP)	Prof.Emeritus, BHU	Member
7.	Dr.P.M.Varier	General Manager, Arya Vaidyashala, Kottakal, PO Edarikode, Mallapuram-1	General Manager, Arya Vaidyashala, Kottakal	Member
8.	Dr.M.S.Baghel	Director, Institute for Post Graduate Teaching & Research in Ayurveda, GAU, Sushrut Bhavan, Jamnagar-8 (Gujarat)	Acting Vice-Chancellor & Director, IPGTRA, GAU, Jamnagar	Member
9.	Padmashri, Vd.D.Triguna	143-A, Sarai Kale Khan, Nizamuddin East, New Delhi	Eminent Ayurvedic Physician	Member
10.	Dr.Jayaprakash Narayan	Vice-President, CCM, 93, 3 rd Cross,	Vice-President, CCIM	Member

		1 st Stage, Dollar Scheme, BTM Layout, Bengaluru (Karnataka).		
11.	Dr.Vasudevan Nampoodiri	Director(Ayurveda Education), House No.5, Vishnu Nagar, Pappanam Code, Thiruvananthapuram-18 (Kerala)	Director (Ayurveda Education)	Member
12.	Prof.S.S.Handa	Chairman, Ayurveda Pharmacopoeia Committee, 522-A, Executive Villa, Sushant Lok-I, Block-C, Gurgaon-02 (Haryana)	Chairman, APC	Member
13.	Dr.G.N.Qazi	Vice-Chancellor, Jamia Hamdard, Hamdard Nagar, New Delhi-62	Vice-Chancellor, Jamia Hamdard	Member
14.	Dr.D.Naayanappa,	No.78, 1 st Floor, 3d Main, BHCS Layout, BTM, 2 nd Stage, Bangaluru-76 (Karnataka)		Member
15.	Prof.M.S.Valiathan	National Research Professor, Manipal University, Manipal-04, (Karnataka)	National Research Professor	Member
16.	Dr.Ramesh Babu Devalla	Central Council for Research in Ayurvedic Sciences, New Delhi	Director General, Central Council for Research in Ayurvedic Sciences, New Delhi	Member-Secretary

7. SIGNATORIES TO THE MEMORANDUM OF ASSOCIATION:

(The Memorandum of Association of “Central Council for Research in Ayurvedic Sciences” has been adopted by the Central Council for Research in Ayurvedic Sciences”)

We, the several persons whose names and addresses are given below having associated ourselves for the purpose described in the Memorandum of Association do hereby subscribe our names to this Memorandum of Association and set our several respective hands hereunto

and form ourselves into a Society under Act XXI of 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi this thirtieth day of March, One thousand nine hundred and seventy eight.

S.No.	Name, Occupation and Address	Signature
1.	Sh. Raj Narain Minister for Health and Family Welfare Nirman Bhawan, New Delhi.	Sd/-
2.	Sh. Jagdambi Prasad Yadav Minister of State for Health and Family Welfare Nirman Bhawan, New Delhi.	Sd/-
3.	Sh. K.P. Singh Additional Secretary Ministry of Health and Family Welfare Nirman Bhawan, New Delhi.	Sd/-
4.	Sh. N.N. Vohra Joint Secretary Ministry of Health and Family Welfare Nirman Bhawan, New Delhi.	Sd/-
5.	Sh. Prem Nath Joint Secretary (FA) Ministry of Health and Family Welfare Nirman Bhawan, New Delhi.	Sd/-
6.	Pandit Shiv Sharma Bahareistan, Bomanji Petit Road, Cumballa Hill, Mumbai-400036	Sd/-
7.	Dr. M.L. Dwivedi Vice Chancellor Gujarat Ayurveda University, Jamnagar.	Sd/-
8.	Vd. B.D. Triguna 143-Sarai Kalekhan, Nizamuddin, New Delhi	Sd/-

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| 9. | Vd. B.M. Dikshit
Gyanbapi, Varanasi | Sd/- |
| 10. | Dr. C.K. Atal
Director,
Regional Research Laboratory,
Jammu. | Sd/- |
| 11. | Prof. Asima Chatterjee
Department of Chemistry
Calcutta University, Calcutta. | Sd/- |
| 12. | Prof. G. Santha Kumari
Department of Pharmacology
Medical College, Trivandrum | Sd/- |
| 13. | Vd. S.K. Mishra
Director
National Institute of Ayurveda
Jaipur. | Sd/- |
| 14. | Dr. A. Ananda Kumar
14, Raghaviah Street,
T. Nagar, Madras-600017 | Sd/- |
| 15. | Dr. V. Raghupathi, Ambasamudram,
Tirunelveli, Distt. Tamil Nadu. | Sd/- |
| 16. | Dr. P.N.V. Kurup
Adviser (ISM) and Ex-Officio Director | |

**RULES AND REGULATIONS
OF THE
CENTRAL COUNCIL FOR RESEARCH IN
AYURVEDIC SCIENCES**

MEMBERSHIP

1. The following shall be members of the Central Council either ex-officio, being the holders for the time being of certain offices or by personal appointments or election as in these Rules and Regulations prescribed:

1. The President of the Central Council.
2. Vice-President of the Central Council.
3. All other members of the Governing Body.

2. The Union Minister for Health and Family Welfare shall be the President.

3. The Minister of State for Health and Family Welfare shall be the Vice-President-I and the Secretary of Deptt. of AYUSH shall be the Vice-President-II.

4. The Director General of the Central Council who shall be appointed by the Governing Body with the prior approval of the Central Govt. shall be the Member-Secretary of the Governing Body.

5. The Director General shall maintain a register of members of the Central Council which shall show the individual names of all ex-officio members. A separate register shall be maintained for other members.

GENERAL MEETING

6. A general meeting shall be called by the President whenever he deems it necessary by a notice signed by the Director General on his instructions. If the President shall receive a requisition for the calling of a General Meeting signed by 1/3rd members of the Central Council, the President shall call such a meeting.

7. The President shall decide the date and place of every General Meeting and the agenda of the business for discussion at such meeting.

8. Twenty one days notice at least specifying the place, the day and the hour of such meeting and the general nature of the business to be discussed at such meeting shall be given by the Director General to all members of the Central Council whose names are on the register of members and to the address given in such register or to the known address of the member.

9. The accidental omission to give notice of any meeting to or the non-receipt of any such notice by any of the members shall not invalidate any resolution passed at any such meeting.

10. The President or in his absence the Vice-President shall preside as Chairman at every general meeting. If neither the President nor the Vice-President is present the members present shall choose a Chairman for that meeting.

11. $\frac{1}{3}^{\text{rd}}$ of members shall form the quorum. In case a meeting is adjourned for want of quorum, there shall be no quorum for the adjourned meeting.

12. No business not included in the notice convening the meeting shall be discussed at a general meeting. The Chairman, nevertheless, with the approval of the meeting may permit discussion upon any matter brought forward by any member present and shall decide whether any resolution arising thereon shall be put to the vote at such meeting.

13. The Chairman may adjourn any meeting from time to time.

14. Every question shall be decided by a majority of votes. Every member shall have one vote and in case of any equality of votes the Chairman shall have a second or casting vote. Members may vote by proxy on any matter at such General Meeting.

15. The instruments appointing a proxy shall be in writing under the hand of the appointer. No person shall be appointed a proxy who is not a member of the Central Council.

16. The instrument appointing a proxy shall be deposited with the Director General not less than twenty four hours before the time for holding the meeting which the member named in such instrument proposes to vote.

17. The proxy shall be in the following form or as near thereto as circumstances will permit.

I.....A. B,.....do hereby appoint CD.
.....my proxy to vote for me at the General Meeting of the
Central Council for Research in Ayurvedic Sciences to be held
on.....
or at any adjournment thereof.

Signed this.....day of.....19

Sd/- A.B. Affix Re.1/- Revenue Stamp

GOVERNING BODY

18. The management of the affairs of the Council shall be entrusted to a Governing Body which shall be entitled, "the Governing Body of the Central Council for Research in Ayurvedic Sciences". The property of the Central Council shall be vested in the Governing Body and in any proceedings, civil or criminal may be described as the property of the Governing Body. In any proceedings, the Central Council may sue or be sued in the name of the Director General or such other member as shall in reference to the matter concerned be appointed by the Governing Body for the occasion.

19. The first members of the Governing Body of the Central Council shall be those mentioned in clause 6 of the Memorandum of Association. They shall hold office until a new Governing Body is appointed according to these Rules. Subsequently the Governing Body shall consist of the following:

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|------------------------|---|
| *1. President | Union Minister of Health & Family Welfare |
| **2. Vice- President-I | Union Minister of State for H&FW |
| *3. Vice- President-II | Secretary of the Department of AYUSH |

Official Members

- *4. Additional Secretary(FA), Ministry of Health & F.W. Nirman Bhavan, New Delhi
- *5. Joint Secretary, Deptt. of AYUSH, IRCS Bldg., New Delhi.

Non-Official Members

- 6. Eminent Researcher/Teacher/Professional in Ayurveda
- 7–11. Five experts in Ayurveda out of which 3 to be University Professors/Researchers in Ayurveda.
- 12. One expert in Pharmacology
- 13. One expert in Chemistry
- 14. One expert in Botany
- 15. One expert in Modern Medicine
- 16. Director General, Central Council for Research in Ayurvedic Sciences
Member Secretary.

* Amendment made in the 13th meeting of Governing Body of CCRAS held on 15-11-96

** Amendment made in the 18th meeting of Governing Body of CCRAS held on 5-4- 2005

20. The Director General shall maintain a register of members of the Governing Body which shall show the individual names of all ex-officio members. A separate register shall be maintained for other members.

Duration of Appointment of Members

21. 1. Notwithstanding anything contained in Sub-rule (2) of this rule, when a person becomes a member of the Governing Body by reason of the office or appointment he holds, his membership to the Governing Body shall cease, when he ceases to hold that office or appointment.

2. Unless their membership of the Governing Body is previously terminated as provided in Sub-rules (1) and (3), the tenure of non-official members shall be for three years from the date of their nomination to the Governing Body. Such members after their three years tenure will be eligible for re-nomination.

3. All Members of the Governing Body shall cease to be members if they resign, become of unsound mind, become insolvent or be convicted of a criminal offence involving moral turpitude or removal from the post by virtue of which he was holding the membership.

4. The resignation of membership shall be tendered to the Governing Body in person to its Member-Secretary and shall not take effect until it has been accepted on behalf of the Governing Body by the President.

5. Any vacancy in the membership of the Governing Body caused by death or by any of the reasons mentioned in these Sub-rules shall be filled in the same manner as provided in Rule 19.

Proceedings of the Governing Body

22. The meetings of the Governing Body shall be held at least twice a year and at such time and place as the President shall decide. If the President shall receive a requisition for calling a meeting signed by one-third members of the Governing Body, the President shall call such a meeting as soon as may be reasonably possible and at such place as he may deem fit.

23. At the annual meeting of the Governing Body the following business shall be brought forward and disposed of:

- (a) The income and expenditure account and the balance sheet for the past year.
- (b) Annual report of the Central Council.
- (c) The budget for the next year.

- (d) Proposals for enquiries and research work for the next year.
- (e) The appointment of Standing Committees.
- (f) Other business on the agenda.
- (g) Other business brought forward with the assent of the President.

24. Every notice calling a meeting of the Governing Body shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Governing Body not less than twenty one clear days before the date appointed for the meeting. Such notice shall be under the hand of the Member-Secretary and shall be accompanied by an agenda of the business to be placed before the meeting provided that accidental omission to give such notice to any member shall not invalidate any resolution passed at such meeting. In the event of any urgent business the President may call the meeting of the Governing Body at 10 days notice.

25. The President or in his absence, either of the Vice-Presidents shall take the Chair at the meetings of the Governing Body. If neither the President nor the Vice-Presidents is present, the Governing Body shall elect one from among the members present as Chairman of the meeting.

26. One third members of the Governing Body including the substitutes nominated under Rule 30 present in person shall form a quorum at every meeting of the Governing Body.

27. All disputed questions at the meeting of the Governing Body shall be determined by votes.

28. Each member of the Governing Body shall have one vote and in case of an equality of votes the Chairman shall have a casting vote.

29. The Chairman shall have the right to adjourn any meeting from time to time.

30. Should any official member be prevented for any reason whatsoever from attending a meeting of the Governing Body the President of the Council shall be at liberty to nominate a substitute to take his place at the meeting only.

31. Any member desirous to moving any resolution at a meeting of the Governing Body shall give notice thereof in writing to the Member-Secretary of not less than ten clear days before the day of such meeting.

32. Any business which may become necessary for the Governing Body to perform except such as may be placed before its Annual meeting may be carried out by circulation among all its members and resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least one third members of the Governing Body have recorded their views on the resolution provided that in the event of any urgent business the President of the Council may take a decision on behalf of the Governing Body. Such a decision shall be reported to the Governing Body at its next meeting for ratification.

Powers of the Governing Body

33. The Governing Body has full control of the affairs of the Central Council and has authority to exercise and perform all the powers, acts and deeds of the Central Council consistent with the aims and objects of the Central Council.

34. The Governing Body shall have full powers in the matter of expenditure from the funds of the Central Council save in the matter of pay and allowances and concessions to Government servants on foreign service.

35. The Governing Body shall have full power to make such bye-laws as they shall think essential for the regulation of the business of the Central Council and in particular with reference to the keeping of accounts, the preparation and sanction of budget estimates, the sanctioning of expenditure, entering into contracts, the control and investment of funds of the Central Council and the sale or alteration of such investment and any other purpose that may be necessary.

36. The Governing Body may accept the management and administration of any endowment or trust fund or any subscription or donation provided that the same is unaccompanied by any condition inconsistent with or in conflict with the nature and objects for which the Central Council is established.

37. The Governing Body shall review the progress and performance of committees constituted by it and constituent units established under different

disciplines and give such policy directives as it may deem fit to the concerned committees and constituent units of the Central Council.

38. The Governing Body shall be empowered to pay the charges and expenses, preliminary and incidental to its establishment and registration.

39. The Governing Body shall have full power to purchase or otherwise acquire any property at such price and generally on such terms and conditions as it thinks fit.

40. The Governing Body shall have full power to institute conduct, defend, compound, compromise or abandon any level proceedings by or against the Central Council or otherwise relating to the affairs of the Central Council.

41. The Governing Body shall have power to invest and deal with the funds and monies of the Central Council upon such securities and in such manner as they think fit and from time to time to vary and realise such investment.

42. The Governing Body shall have power to enter into all such negotiations and contracts, and rescind and vary all such contracts and execute and do all such acts, deeds and things as it may consider expedient for or in relation to any of the matters aforesaid or otherwise for the purposes of the Central Council.

43. The Governing Body may by resolution delegate to the Director General of the Central Council such of its powers for the conduct of business as Governing Body may deem fit.

44. The Governing Body shall be empowered to raise money with or without security and to mortgage its properties with the prior concurrence of the Central Government and to execute necessary documents including deeds of mortgage charge and hypothecation deeds as may be required.

45. The Governing Body may by resolution appoint standing or ad-hoc committees consisting of either members of the Governing Body or other experts not being member of the Governing Body for carrying out its objects.

*45.(A) Proposal relating to emoluments structure i.e. adoption of pay scales, allowances and creation of posts having the revised pay scale of Rs.10,000-15200 and above will need the prior approval of the Government

of India in consultation with the Ministry of Finance, Department of Expenditure.

6. FINANCE COMMITTEE

****46. The Council will have a Finance Committee with the following membership.**

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|---|-------------------|
| a) Joint Secretary Deptt. of ISM&H
Ministry of Health & Family Welfare | - Chairman |
| b) Additional Secretary/Financial Advisor
Ministry of Health & Family Welfare
Nirman Bhavan. | - Member |
| c&d) Two non-official members (one each
from Ayurvedic Sciences) out of the
Governing Body to be nominated by
the President. | - Members |
| e) Director General, CCRAS | - Member- |

*Authority: 12th meeting of the Governing Body held on 20-2-1996.

**Authority: 13th meeting of the Governing Body held on 15th November, 1996.

The Finance Committee will consider all matters concerning finances of Council and make recommendations to Governing Body. It will decide on such matters as may be delegated to it by the Governing Body.

POWERS AND FUNCTIONS OF THE PRESIDENT

47. The President of the Central Council shall exercise powers to approve appointments to posts in the Central Council carrying scale of pay the maximum of which Rs.15,200/- and above in revised scale on the recommendation of the prescribed selection committees.

48. The President shall have the authority to review periodically the work and progress of the Central Council and to order enquiries into the affairs of the Central Council and to pass orders on the recommendations of the reviewing or enquiry committees.

49. Nothing in these rules shall prevent the President from exercising any or all the powers of Governing Body in case of emergencies for furtherance of the object of the Central Council and the action taken by the President on such occasions shall be reported to the Governing Body subsequently for ratification.

POWERS AND FUNCTIONS OF THE DIRECTOR GENERAL

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

- (a) He shall do all such acts as may be required for the proper conduct of the ordinary current administrative and business duties and affairs of the Central Council.
- (b) He shall allocate duties to officers and employees of the Central Council and shall exercise such supervising and executive control as may be necessary subject to the rules and regulations.
- (c) All the correspondence shall be over his signature or of an officer(s) authorized by him in this behalf.
- (d) He shall also be a Member (ex-officio) of all the committees appointed by Governing Body and shall attend at his discretion all or any meetings of such Committees.
- (e) He shall exercise such of the financial and administrative powers as may be delegated by the Governing Body or by the President.
- (f) The Director General shall sign and execute on behalf of the Governing Body all agreements, contracts etc. which may be necessary for the proper conduct of the business of the Council. The drafts of all contracts involving consideration exceeding Rs.50,000/- shall be submitted to the Solicitor to the Government of India or such other officer dealing with conveyancing matter in the Ministry of Law for his advice as to its correctness of their form
- (g) He shall sign and verify plaints, written documents, statements, affidavits, petitions and tabular statements and institute or defend suits, actions and other legal proceedings on behalf of the Central Council/Governing Body.

(h) He shall have power to compromise, settle or refer to arbitration any dispute relating to the Central Council after taking competent legal advice.

(i) The Director General may, subject to such restrictions as he may think fit to impose, authorize Deputy Director(Admn.)/Accounts officer/Drawing and Disbursing Officer as the case may be, to exercise, up to the extent indicated in the Schedule II & III respectively of powers conferred upon him under the Bye-Laws.

(j) The Director General may subject to such restrictions as he may think fit to impose authorise the Heads of the Projects to exercise such of the powers conferred upon him under the Bye-Laws.

(k) The Drawing and Disbursing Officer or any other Officer of group A or B authorised by the Director General on his behalf shall have the power to sanction an expenditure of a miscellaneous or contingent nature upto an amount not exceeding Rs. 500/- in each case.

(l) He shall accept any donation by cash or kind provided the same is unaccompanied by any condition inconsistent with or in conflict with the nature and objects for which the Central Council is established. The donation so received should be utilized for the purpose for which it has been received and the matter may be reported to the Governing Body when it meets next.

ACCOUNTS AND AUDIT

51. (a) The Central Council shall cause regular accounts to be kept of all its monies and properties in respect of the affairs of the Central Council.

(b) The accounts of the Central Council shall be audited annually by the auditors appointed by the Government of India and any expenditure incurred in connection with such audit be payable by the Central Council to the Auditors

(c) The auditors appointed by the Central Govt. in connection with the audit of the accounts of the Central Council shall have the same right, privileges and authority in connection with such audit as the Comptroller and Auditor General has in connection with the audit of Government accounts and in particular shall have the right to demand the production of books, accounts,

connected vouchers and other necessary documents and papers.

- (d) The report of such audit shall be communicated by the auditor to the Central Council which shall submit a copy of the Audit Report along with its observation to the Govt. of India. The Auditor shall also forward a copy of the report to the Govt. of India.

BANKERS

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

The subordinate units of the Central Council may also be permitted by the Director General in his discretion to open bank accounts in the State Bank of India or any other Nationalised Banks or the post-office savings bank. The accounts will be operated by the Officer-in-charge/ Project Officer or as may be decided by the Director General in any particular case.

MISCELLANEOUS PROVISIONS

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

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

55. The Central Council, shall take over such of those employees of the erstwhile Central Council for Research in Indian Medicine and Homoeopathy who opted to be employees of this Council on the same terms and conditions in which they were working with the said Council. These employees shall be deemed to be the employees of this Council with effect from the date of their appointment to the CCRIMH.

*56. A draft annual report and the yearly accounts of the Central Council shall be placed before the Governing Body at its annual meeting for

consideration and approval. A copy of the annual report and audited statement of accounts as finally approved by the Governing Body shall be forwarded within six months to the Govt. of India duly printed to be laid before the Parliament within nine months of the close of the relevant accounting year.

57. A notice may be served upon any member of the Central Council either personally or by sending it through the post in an envelope addressed to such members at his address entered in the roll of membership.

58. The power of making Bye-Laws to regulate the duties of the Director General shall be vested in the Governing Body who shall at their discretion be entitled to amend and alter any such bye-laws from time to time.

*Authority: 4th meeting of the Governing Body held on 21st October, 1980.

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

60. No proposition for altering or amending the objects and purposes for which the Central Council is established or for amalgamating the Central Council with any other Association or Society shall be taken into consideration as contemplated by Section 12 of Societies Registration Act XXI of 1860 without the previous approval of Govt. of India.

61. Once in every year on or before the annual meeting of the Society a list shall be filed with the Registrar of Societies of the names, addresses and occupations of the members of the Governing Body then entrusted with the management of the affairs of the Society.

62. Any number not less than three-fifths of the members of the Society may determine that it shall be dissolved or at the time then agreed upon and all necessary steps shall be taken for the disposal and settlement of the property of the Society, its claims and liabilities according to the Rules of the Society applicable thereto if any, and if not then as the Governing Body shall find expedient provided that in the event of any dispute arising among the said Governing Body or the members of the Society the adjustment of its affairs shall

be referred to the Central Government and the Central Government shall make such order in the matter as it shall deem requisite.

Provided that the Society shall not be dissolved unless three-fifths of the members shall have expressed a wish for such dissolution by their votes delivered in person or by proxy at a general meeting convened for the purpose.

Provided that the Society shall not be dissolved without the consent of the Govt. of India.

63. Upon the dissolution of the Society registered under this Act there shall remain after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the said society or any of them but shall be reverted to the Central Govt. for such purposes as they deem fit.

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

65. All the provisions of the Societies Registration Act XXI of 1860 (Punjab Amendment Act, 1957)) as extended to the Union Territory of Delhi will apply to this Society.

66. The Rules and Regulations of the Central Council save and except the last rule and regulation may be altered at any time by the Governing Body by a resolution passed by a two thirds majority of the members present in person at any meeting of the Governing Body which shall have been duly convened for the purpose.

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

New Delhi
Dated, March, 1978

1. Shri M.L. Dwivedi
2. Dr. P.N.V. Kurup
3. Dr. S.K. Mishra

Bye-Laws

Preparation and Sanction of Budget Estimates

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

President	Rs. 20,000/-
Vice President	Rs.15,000/-
Director General	Rs.10,000/-

Appropriation

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

Re-appropriation

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

Investments

14. The funds of the Central Council including the funds that could be invested under C.P./G.P. Fund rules of the Council may be invested only in the following manner.
 - a) In Promissory notes, Debentures, Stocks, Treasury Deposit Certificates or other Securities of any State Government or of the Government of India.
 - *b) In fixed deposits with State Bank of India or any of the Nationalised Banks for a specific period as would earn maximum rate of interest under the rules of the Reserve Bank of India.

* Amendment made in the 4th meeting of the Governing Body held on 21st Oct., 1980

15. All investments of the funds of the Central Council shall be made in the name of the Central Council. All purchases, sales or alterations of such investments shall be effected and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Central Council shall be executed by the Director General on behalf of the Governing Body. The safe custody of receipts will remain in the personal charge of the Director General and will be verified once in six months with the Register of Securities and a certificate of verification will be recorded by the Director General in the Register.
16. The Director General shall maintain a register of securities held by the Central Council in which any transactions affecting the securities shall be recorded.

Drawl of Funds

17. Funds will be drawn from the Bank in the manner laid down in Rule 52. Cheque books will remain in the personal custody of the Director General or other persons as may be authorised by the Director General on his behalf.
18. The various officers employed under the Central Council will submit all new charges and any demand of funds to the Director General of the Central Council. The claims for pay and allowances and travelling allowances of officers and contingent bills will be drawn in the prescribed forms and submitted to the Director General for payment. All bills will be checked and passed for payment by the Accounts Officer/Drawing and Disbursing Officer who may be authorised by the Director General. The contingent and travelling allowance bills will be counter signed by the Director General or by any other officer authorised by the Director General on his behalf, before these are passed by the Accounts Officer/Drawing and Disbursing Officer for payment. The monthly pay and allowance bills shall be received directly by the Accounts Officer/Drawing and Disbursing Officer and passed by him. Payment will be made by means of demand drafts or cheques as the case may be.

Accounts

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

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

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

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

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

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

23. If expenditure from the funds of the Central Council consists of a grant to any authority or individual under the audit of any officer, the Auditor will satisfy himself that the purpose of the grant-in-aid is within the scope of the objects of the Central Council as set out in the Memorandum of Association and will call for and accept a certificate of the audit of that audit officer of the expenditure from the grant. The Director General will arrange to obtain and produce such certificates of audit.

24. All sanctions, orders or delegation of competent authorities under the Rules and Regulations or these Bye-laws affecting Central Council's accounts shall be reduced to writing and communicated to Accounts Officer.

CONDITIONS OF SERVICE

Appointments

25. (a) The Officers and staff of the Central Council shall be grouped in the following categories:
- (i) those engaged in research work
 - (ii) auxiliary technical
 - (iii) administrative, ministerial and accounts
 - (iv) subordinate staff
- (b) Recruitments, appointments, and promotions to all posts shall be made according to the recruitment rules laid down by the Governing Body for the posts. Selection shall be made through the Selection Committees/Departmental Promotion Committees duly constituted with the approval of the respective appointing authority.
- (c) The Selection Committee shall examine the credentials of all candidates who have applied and may also consider other suitable names, if any. The Selection Committee may interview any or all of the candidates as it thinks fit and shall make its recommendations to the appointing authority.
- (d) The Director General shall be appointed by the Governing Body with the prior approval of the Central Government.

Tenure of Appointment

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

Period of Probation

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

Seniority

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

Relative Seniority of Direct Recruits and Promotees

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

Employees to be Whole-Time Servants

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

Contributory Provident Fund/General provident Fund

- *31. Employees of the Central Council, except those on Foreign Service or deputation and those who were in service on 1-4-1982 and have opted for DCR Gratuity-cum-Pension from that date, shall be eligible to join the Contributory Provident Fund Scheme of the Council. Contributory Provident Fund (India) Rule 1962 and the amendments issued by the Government from time to time shall *mutatis mutandis* apply to the employees of the Council. Those who are governed by Pension Scheme shall also be eligible to contribute to the General Provident Fund and for this purpose they shall be governed by the General

Provident Fund Rules of the Government of India and amended from time to time.

Pension

32.*The employees of the Central Council except those who have opted for Contributory Provident Fund Scheme shall be entitled to pension from the funds of the Central Council as per the rules made by the Governing Body from time to time. The employees appointed on or after 1-1-2005 will be governed by New Pension Rules.**

Gratuity

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

* Authority: As approved by the Ministry vide its letter No. V.27031/36/94-HD dated 27th May, 2004

** Authority: 18th meeting of the Governing Body held on 5th April, 2005.

** * Authority - 8th meeting of Governing Body held on 12st Dec., 1986

Superannuation

*34. The rules governing the retirement of employees of the Government of India as amended from time to time shall *mutatis mutandis* apply to the employees of the Central Council. Provided that an employee can be retained in service after prescribed age of superannuation if he continues to be physically fit and efficient and it is in the interest of the Central Council to retain him in service.

35. The Fundamental and Supplementary Rules and General Financial Rules of Government of India as amended from time to time shall apply *mutatis mutandis* to employees of the Central Council.

Pay of Re-employed Persons

36. The pay of any person who may be re-employed in the Central Council after retirement from the survive of Central Council or of a State or the Central, Government or any statutory or local body administered by Government shall be fixed in the prescribed scale of pay at the minimum stage of the time scale of pay of the post in which an individual is re-employed. Incases where the fixation of the initial pay of the re-employed officer at the minimum of the prescribed pay scale will cause undue hardship the pay may be fixed at a higher stage by allowing one increment for each year of service rendered by the officer before retirement in a post not lower than that in which he is re-employed. In addition he may be permitted to draw separately any pension sanctioned to him and to retain any other form of retirement benefit for which he is eligible such as Government or Employees Contribution to C.P Fund, Gratuity, commuted value of pension etc. provided that the total amount of initial pay plus the gross amount of pension and/or the pension equivalent of other forms of retirement benefit does not exceed;

- a) the pay he drew before his retirement (pre-retirement pay) or
- b) Rs.10,000/- whichever is less

Explanation :

1.The pay last drawn before retirement shall be taken to be the substantive pay, plus special pay if any. The pay drawn in an officiating appointment may be taken into account if it was drawn continuously for at least one year before retirement.

*Authority: 14th meeting of the Governing Body held on 27-1-2000

2. The restriction that pay on re-employment plus gross pension/ pension equivalent to other retirement benefits should not exceed the last pay drawn may be relaxed with the prior approval of the Central Council in cases where such relaxations are permissible for re-employed pensioners, under the employment of the Central Government.

3. In cases where the minimum pay of the post in which the officer is re-employed is more than the last pay drawn the officer concerned may be allowed to draw the minimum of the prescribed scale of pay of the post less pension and pension equivalent of other retirement benefits.

4. Once the initial pay of re-employed pensioners has been fixed in the manner indicated above he will be allowed to draw normal increments

in the time-scale of the post to which he is appointed provided that the pay and gross pension/pension equivalent of other retirement benefits taken together do not at any time exceed Rs.10,000/- per month.(pre-revised)

Private Practice

37. Service under the Central Council debars research workers from either private or consulting practice.

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

38. Private persons who are not whole-time servants of the Council or who are remunerated wholly or partly by fees, rank for purpose of travelling allowance under Supplementary Rule 17 in such grade as the Central Council may with due regard to their status declare.

Defacto Permanent and Temporary Status of Central Council Employees

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

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

DEPUTATION IN INDIA AND ABROAD

40. Such employees of Central Council as have completed five years of service and are awarded fellowship for higher studies or training in India or abroad may be granted deputation-cum-special leave terms. The grant of these terms shall be regulated *mutatis mutandis* by the order issued on the subject by the Government of India from time to time.
41. The grant of leave to employees of the Central Council under Bye-Laws shall not debar the employment of temporary substitutes provided the nature of duties performed requires that a substitute should be engaged.

Leave Rules

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

Medical Facilities for Employees

*43. The employees of the Central Council including deputationists and members of their families shall be entitled to medical aid as admissible under the prescribed Central Govt. Health Scheme where such facilities have been extended with the concurrence of CGHS. They shall also pay such contribution as are required under that Scheme. The employees posted in towns/cities, areas not covered under CGHS shall be governed by the CS (MA) rules *mutatis mutandis*.

*Amendment made in the 4th meeting of the Governing Body held on 21.10.1980.

Scale of Pay of Posts

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

Allotment of Central Council Residence to the Employees

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

Conduct, Discipline and Penalties

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

* (i) If the charge sheet is against the Head of Research Council, the charge sheet will be signed by the Joint Secretary "for and on behalf of President of the Governing Body/HFM.

(ii) If the charge sheet is against officers other than Director General of the Council, the charge sheet will be signed by the Director General of the Council (whether regular or officiating).

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

Authority: 16th meeting of the Governing Body held on 7th July, 2003

Other Conditions of Service

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

Guidelines for Transfers*

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

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

- (3) Normally Group C & D staff will not be transferred except on administrative exigencies and their own requests. Transfers on own request will be subject to availability of vacancies or with mutual consent for which no TA/DA will be paid.
- (4) Officials can be transferred on promotion from Group `C` to Group `B` posts subject to availability of vacancy.
- (5) No officers/staff will be transferred after attaining the age of 58 years except on own request or cases requiring disciplinary action or transfer of such officers to their home towns/states.
- (6) Transfers of all officials including those of Group `C` & `D` staff may be resorted to as an alternative to suspension of the official or in public interest while an inquiry is in progress.
- (7) Transfers of all officials including those of Group `C` & `D` staff may be resorted to as an alternative to suspension of the official or in public interest while an inquiry is in progress.
- (8) All staff and personnel including Group `C` & `D` staff are liable to transfer on orders of the Court.
- (9) Efforts should be made to effect transfers as far as possible (except on administrative grounds) only after the expiry of the academic year so as to avoid disruption in the education of the children of the officers of the Council.
- (10) In case the spouse of the officer/staff happens to be an employee of State Govt./Central Govt. or Govt. Undertakings, the transfer of such officers/staff will be restricted as far as possible (except on administrative grounds) to the place of posting of his/her spouse subject to availability of vacancy, failing which the posting should be considered at the nearest possible station.
- (11) If, at any time, it becomes essential to shift/transfer any staff member of any of the categories including Group `C` & `D` staff on administrative grounds, the Council reserves the right to transfer him/her from one Unit to another Unit.

- (12) The fresh appointees to Group `A` post have to serve in tribal/remote areas for a period of 3 years subject to availability of vacancies. Such officers, on completion of this period would be transferred back to their home states or nearby stations of their choice subject to availability of vacancy.
- (13) Govt. of India instructions will be followed regarding facilities admissible to Govt. employees serving in North Eastern Region, in accordance with G.I. M.F.O.M. No. 20014/3/83-EIV dt. 14.12.1983 as amended from time to time.
- (14) In situations where on administrative and technical grounds, some posts are required to be transferred from one Institute/Unit to another, the incumbents holding such posts would be transferred along with the posts. The Director General shall personally satisfy himself about the necessity of transfer of such post alongwith the incumbent from one unit to another and certify explaining the reasons that this has been done in the public interest and after obtaining necessary approvals where required. This should be done with the prior approval of the Governing Body and in case of urgency, with the approval of the President of the Governing Body.
- (15) In case of transfer on the basis of complaints against any incumbent alleging moral turpitude, financial embezzlement and indiscipline, the Director General shall personally satisfy himself about the need for such a transfer after making a preliminary enquiry.
- (16) While making transfers, Director General may ensure that the on-going research work is not affected adversely due to the transfer of a technical officer/Scientist from a particular unit.

49. Any alteration in the Bye-Laws shall require the prior approval of the Governing Body.

*Authority: Approval of the President of GB received vide letter No. R.13016/18/2005 UD dated 5th September, 2005.

ANNEXURE (BYE – LAW 46)

Particulars of the post	Authority empowered to impose penalties and the penalties which may be imposed		Appellate authority	
	Minor Penalties	Major penalties	Minor Penalties	Major penalties
(1)	(2)	(3)	(4)	(5)
Group A(I) in the Council	President	Governing Body	Governing Body	Governing Body
Group A(II)	Director General	President, GB	President, GB	Governing Body
Group B,C & D in the Hqs. Office	Director General	All penalties	Vice-President-I * GB	Vice-President I, GB
Group B in the Units	Director General	All penalties	President-I* GB	Vice-President I, GB
Group C & D in the Units	Project/Institutes Head	All penalties	Director General	Director General

Group A (I) Includes posts the maximum of the pay scale of which is not less than Rs.15,200/-* of the scale of pay.

Group A(II) includes posts the maximum of the scale of which does not exceed Rs. 13,500/-.*

Group B includes posts carrying a pay or a scale of pay with a maximum not less than Rs.9000/- but less than Rs.13,500/-*.

Group C includes posts carrying a pay or a scale of pay with a maximum of over Rs.4500/- but less than Rs.9000/-*.

Group D includes posts carrying a pay or a scale of pay the maximum of which is Rs. 4000/-* or less.

* Authority: 18th meeting of Governing Body held on 5th April., 2005.

SCHEDULE-1
Schedule of powers vested in the Director General
(Rule 50)

S.No.	Power	Extent
1.	To declare a Central Council employee to be a ministerial servant.	Full powers
2.	To dispense with a medical certificate of fitness before appointment (in individual cases)	Full powers
3.	To suspend a lien	Full powers provided he is authorised to make appointments to the post in question.
4.	To transfer a lien.	Full powers provided that he is authorised to make appointments to both the posts concerned
5.	To transfer an employee from one post to another	Full powers.
6.	To appoint an employee to hold a dual charge and to fix emoluments	Full powers provided he has power to make appointment in each post.
7.	To sanction grant or acceptance of honorarium	Upto a maximum of Rs.2500/- in each case. <small>Authority: 14th meeting of the Governing Body held on 27-1-2000.</small>
8.	To retain the technical/research staff of the Council in service after the prescribed age of 60 years and upto 62 years in exceptional cases.	Full powers provided that extensions are limited to a period of one year at a time in respect of posts to which he is the appointing authority.
9.	To permit undertaking of private work and acceptance of fee.	Full powers to permit undertaking of private work and acceptance of fees by the CCRAS. <small>Authority: 17th meeting of Governing Body of CCRAS held on 13th December, 2003</small>
10.	To decide the shortest of two or more routes.	Full powers for journeys within his jurisdiction.

11.	To allow mileage allowance by a route other than the shortest	Full powers provided selection of the route is in the Central Council's interest.
12.	To define the limits of an employee's sphere of duty.	Full powers
13.	To decide whether a particular absence is absence or duty	Full powers
14.	To authorize an employee to proceed on duty to any part of India	Full powers
15.	To restrict the frequency and duration of journeys	Full powers
16.	To permit travel by air – Officials – (non-entitled Officers Non-Officials	Full powers in the case of Group A Officers Full powers
17.	To reimburse cancellation charges on unused air/rail tickets	Full powers where the cancellation was done in the interest of the Council.
18.	To allow actual expenses of carriage of personal effects by road between stations connected by rail.	Full powers
19.	Power to declare a gazetted officer (Group A or B) to be Head of an office (Powers of the Head of office are mainly to sign bills and cheques, last pay certificates, contingent register, etc. He can also delegate such powers in certain cases to any other gazetted officer subordinate to him.	Full powers.
20.	Power to permit an officer to countersign T.A advance bills where permanent T.A. advances have been sanctioned to that officer.	Full powers
21.	To declare who shall be the controlling officer and to make rules for his guidance	Full powers provided no employee is declared his own controlling officer.
22.	To purchase working stores, tools, plants etc.	Upto the limit of budget provision for such purpose.
23.	Power to sanction non-recurring contingent charges within the budget limits	Upto the limit of budget provision for such purpose

24.	Power to sanction permanent advances	Full powers
25.	Power to sanction Municipal or contonment taxes	Full powers
26.	Power to purchase within budget limits official and non official publications required by him or by officers under his control.	Full powers
27.	Power to sanction the renting of ordinary office accommodation	Rs.1.00 lakh p.a. at Delhi, Mumbai, Kolkata and Rs.5000/- per month at other places subject to assessment by CPWD. Authority: 14 th meeting of Governing Body of CCRAS held on 27-1-2000.
28.	Maintenance of building and petty works, repairs and alterations to hired and requisitioned buildings. Note: Such expenditure may be incurred only if the landlord has refused to meet the charges himself.	Upto Rs.5.00 lakhs subject to availability of funds for Council's buildings through PWD/CPWD/Govt. Agencies. Authority: 17 th meeting of GB held on 13-12-2003.
29.	Power to sanction fixed recurring charges of a contingent character.	Full powers
30.	Power to sanction telephone rents.	Full powers
31.	Power to sanction advances of pay to an officer under transfer.	Full powers
32.	Power to grant advance of T.A. to himself and to other employees.	Full powers.
33.	Power to sanction advances and final withdrawal from CP/ G.P.Fund in accordance with the Government rules as amended from time to time.	Full powers
34.	Power to sanction Festival advance in accordance with the	Full powers

	Government rules as amended from time to time.	
35.	Power to sanction advance for the purchase of conveyance in accordance with the Government rules as amended from time to time.	Full powers.
36.	Power to incur expenditure and sanction advances for suits to which the Council is party in accordance with the Government rules as amended from time to time.	Full powers.
37.	Power to vary the terms of repayment of advances	Full powers
38.	Power to order retention of un disbursed pay and allowances	Upto three months
39.	Power to sanction children education allowance and reimbursement of tuition fees in accordance with the Central Government rules as amended from time to time.	Full powers.
40.	Power to sanction reimbursement of medical expenses incurred by an employee for himself or in respect of a member of his family in accordance with the Central Government rules as amended from time to time.	Full powers.
41.	Power to sanction the purchase of Typewriter	Full powers

42.	Power in regard to writing off the irrecoverable value of stores, money, advances, etc. provided that (i) the loss is not due to theft, (ii) it does not disclose a defect of system or serious negligence on the part of some individual servant or servants of the Central Council which might possibly call for disciplinary action requiring the orders of a higher authority.	Rs. 25,000/- for losses of stores not due to theft, fraud or negligence and Rs.5000/- in other cases which are due to theft, fraud or negligence. Authority: 14 th meeting of GB held on 27-1-2000.
43.	Power to order destruction of records.	Full powers.
44.	To order sale by auction or otherwise in the interest of the Central Council of unserviceable stores or perishable articles.	Full powers.
45.	Power to give gifts to visiting dignitaries or public bodies at his discretion.	Upto Rs.1000/- in each case. Authority: 14 th meeting of GB held on 27-1-2000.
46.	Power to countersign his own travelling allowance bills.	Full powers.
47.	Power to grant all kinds of leave including study leave, special disability leave to staff of the Central Council as per C.C.S. Leave Rules.	Full powers.
48.	Power to make appointments substantively or temporarily and to grant upto five advance increments in respect of posts the maximum of the scale of pay of which is Rs. 13,500/- (revised) and below on the basis of the recommendations of the Selection Committee	Full powers.

49.	Power to appoint part time workers and fix their remuneration on consolidated basis	Full in respect of part time workers not exceeding Rs.3000/- p.m. provided it should not lead to increase in staff strength in the form of part-time or casual or daily wage worker. Authority: 17 th meeting of GB held on 13-12-2003.
50.	Power to employ outsiders in an officiating capacity in vacancies caused by the grant of leave to or officiating promotion to Group A and B posts of incumbents of Group C and D posts for which there is no leave reserve.	Full power in respect of posts to which he is the appointing authority
51.	Power to create posts in Group C and D. Group B posts	Full powers Upto 2 years.
52.	Printing and binding	Full powers subject to codal formalities.
53.	Power to incur expenditure on miscellaneous items	Full powers.
54.	Power to purchase equipments/instruments etc./taking up short term projects of research studies etc.	Upto Rs.1.00 crore subject to availability of funds and following procedural requirements and responsibility for ensuring productive expenditure Authority: Approved by the President of GB conveyed vide Deptt. of AYUSH letter No.V.27020/18/2010-Ay.Desk dated 24.5.2010.
55.	Power to purchase of medicines, chemicals, raw drugs etc.	Full power subject to following codal formalities and availability of budget Authority: 14 th meeting of GB held on 27-1-2000.
56.	Power to purchase office equipments like computer, fax, photocopier, franking machine, gestetner machines etc.	Upto Rs.2.00 lakhs subject to purchase being made through DGS&D rate contract, otherwise upto Rs.75,000/- Authority: 17 th meeting of GB of CCRAS held on 13-12-2003.

57.	Power to sanction House Building Advances to Council's employees	Full powers as per House Building Advance Rules issued by Govt. of India from time to time. Authority: 14 th meeting of GB of CCRAS held on
58.	Power to incur expenditure on drug standardization and testing through outside Govt. Autonomous/DST approved Research & Academic Institutions under drug development programme.	Full subject to the ceiling of the budget allocation. Approval of the President of the GB vide letter No. V.27020/41/2005-Ay. Desk dated 6 th December, 2005.

SCHEDULE II

Delegation of powers made under the Rules and Regulations to Deputy Director (Admn.)

Rule 50 (i)

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

SCHEDULE III

Power of Accounts Officer Rule 50 (i)

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

Minutes of the Special meeting of the Governing Body of CCRAS held by circulation among all the members for approval of the renaming of the Council.

Members sent their approval on the circulated agenda:

1.	Sh.Gulam Nabi Azad	Hon'ble HFM	President
2.	Shri Gandhi Selvan	Hon'ble MOS(HFW)	Vice-President-I
3.	Sh.Anil Kumar	Secretary(AYUSH)	Vice-President-II
4.	Sh.Naved Masood	Addl.Secretary & FA	Member
5.	Dr.Rakesh Sarwal	Joint Secretary(AYUSH)	Member
6.	Dr.Ram Harsh Singh	Prof.Emeritus, BHU	Member
7.	Dr.P.M.Varier	General Manager, Arya Vaidyasala, Kottakal	Member
8.	Prof.M.S.Baghel	Director, IPGTRA, GAU, Jamnagar	Member
9.	Padmashri, Vd.D.K.Triguna	Eminent Ayurvedic Physician, New Delhi	Member
10.	Dr.Jayaprakash Narayan	Vice-President, CCIM	Member
11.	Dr.Vasudevan Namboodiri	Director(ISM) , Govt. of Kerala, Trivandrum	Member
12.	Prof.S.S.Handa	Chairman, APC	Member
13.	Dr.G.N.Qazi	Vice-Chancellor, Jamia Hamdard	Member
14.	Shri D.Narayanappa	Chief Botanist, TNMPCL, Chennai	Member

15.	Dr.M.S.Valiathan	National Research Professor, Manipal Life Science Centre	Member
16.	Dr.Ramesh Babu Devalla	Director General, CCRAS, New Delhi	Member- Secretary

Special Agenda

For approval of the GB of the Council regarding the renaming of the Council on the event of formation of Siddha Council by bifurcating the Siddha part from the mother Council of CCRAS.

The agenda dated 29.12.2010 and 27.4.2011 (copies enclosed) was circulated to all the Members of the Governing Body of the Council with the request to confirm their approval on the agenda regarding the renaming of the Council as “**Central Council for Research in Ayurvedic Sciences**” and the above mentioned members sent their approval and since the agenda have been passed by the GB.
