

DOEACC CENTRE, AURANGABAD
(A Unit of DOEACC Society, New Delhi)
An autonomous body of Department of Information Technology,
Ministry of Communications & Information Technology, Government of India

Operationalization of Right to Information Act, 2005

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Right to Information Act: Information Regarding the Organization

1. Public Information Officers

1.1. Public Information Officer at DOEACC Headquarter:

Lt. Cdr. (Retd) Sudhakar Chopra
Controller (Exam) and Public Information Officer
DOEACC Society
Electronics Niketan, 6, CGO Complex, New Delhi-110 003

1.2. Assistant Public Information Officer at DOEACC Centres :

Asstt. Public Information Officer (RTI) at

DOEACC Centre, Aurangabad.

Shri M.J. Quazi,
Admn. Officer- Gr.II,
DOEACC Centre,
Dr. B.A.M. University Campus,
Aurangabad – 431 004.

2. About the Organization

2.1. DOEACC Society Headquarters New Delhi:

Executive Director
Dr. P.N. Gupta
Phone: 24364870

DOEACC Centres

Aurangabad

Dr. V.N. Walivadekar, Director
Dr. B.A.M. University Campus
Aurangabad-431 004
Maharashtra Ph. 0240-2400050, Fax 2400051

Aizawl

Smt. R. Lalrodingi, Jt. Director
Industrial Estate, Zuangtui
Aizawl-796 017
Mizoram Ph. 0389-2350581 Fax 2326273

Calicut

Dr. G.M. Ajit, Director
N.I.T. Campus
Calicut-673 601 Ph. 0495-2287123 Fax 2287168

Chandigarh

Shri Rohit Singla, Director-in-charge
SCO 114-116, Sector 17-B

Branches at:

- i) B-86, Defence Colony, New Delhi
Chandigarh-160 017
- ii) A-1/9, Sumit Complex, Vibhuti Khand
Lucknow-226 010
- iii) Hotel Cedarwood Building,
Lower Jakhoo Road, Shimla-171 001

Gorakhpur

Shri S.C. Tewari, Director
M.M.M. Engineering College Campus, Deoria Road,
Gorakhpur-273 010
U.P. Ph. 551-2273371 Fax 2273873

Imphal

Dr. S. Birendra Singh, Director
Akampat,
Imphal-795 001
Manipur Ph. 0385-2224109 Fax 2222938

Srinagar

Extension Centre at:

Shri A.H. Moon, Director
SIDCO Electronics Complex, New Campus, University of Jammu
Old Airport Road, Rangreth Dr. B.R. Ambedkar Road
Srinagar-190 007 Jammu-180 006
J&K J&K
Ph. 0194-2300502 Fax 2300501 Ph. 0191-2451849 Fax 2433845

Kolkata

Dr. (Ms.) Krishna Ray, Director
Jadhavpur University Campus
Kolkata-700 032
West Bengal Ph. 033-24146054 Fax 2414649

Tezpur

Extension Centre at:

Shri K. Barua, Director
1st Floor, Bhabani Bhawan, STPI Complex,
S.C. Road, Near LGB International Airport,
Tezpur-784 001 Borhjar, Guwahati-781 015
Assam Assam
Ph. 03712-233461 Fax 233473 Ph. 0361-2842727 Fax 2606742

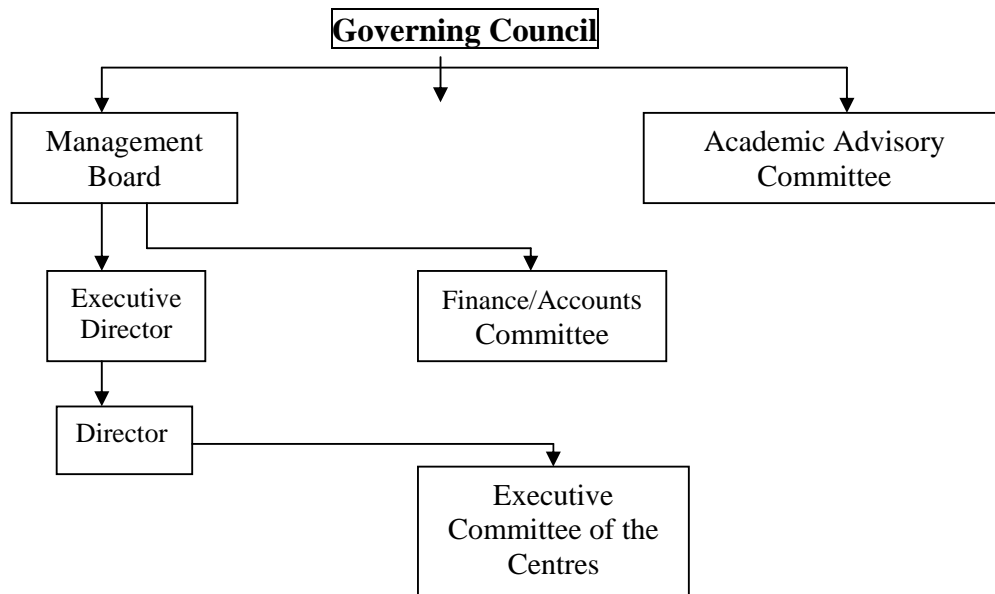
Kohima

Dr. S. Birendra Singh, Director (ex-officio)
Regional Institute of e-Learning and Information Technology
Lerie Colony, NH-39 (Imphal Road)
Kohima-797 001
Nagaland Ph. 3070-2241586 Fax 2241587

2.2. Vision:

To be the leader in development of industry oriented quality education and training in state-of-the-art areas, establish standards and be the country's premier institution for examination and certification in the field of Information, Electronics and Communications Technology (IECT)

2.3. Organizational Structure:



2.4. Objectives of the Society:

To generate quality manpower and develop skilled professionals in the area of Information, Electronics and Communications Technology (IECT) and allied areas, by providing world-class education & training and accreditation services.

To provide continuing support to learners and trainers through active design & development of innovative curricula and acquisition of content, aligned with the dynamically changing IECT scenario.

To establish a quality system of examination and certification that is globally recognized providing a fair assessment of the competency of students.

To continue to implement the DOEACC Scheme for computer courses, jointly developed by AICTE and DIT in the Non-formal Sector of IT Education and Training.

To establish standards in the areas of IECT and to develop markets in the emerging areas.

To impart continuing Education for up-gradation of knowledge and skills, in view of high obsolescence in the area of IECT.

To provide entrepreneurship development programme in the area of IECT.

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To develop and promote the culture of a market to encourage and nurture industry oriented design and development.

To purchase, lease, hire, exchange or otherwise acquire any movable or immovable property and the sell, lease, dispose off, exchange, invest and deal with bonds, moneys, Securities and all kinds of movable or immovable properties for all or any of the objectives for which the Society is established.

To levy and receive moneys in connection with the activities of the Society including grants/loans as and when received from the Government or from any other sources.

2.5. DOEACC Centre, Aurangabad:

ABOUT THE DOEACC CENTRE (FORMERLY CEDTI CENTRE), AURANGABAD

2.5.1.1 Back Ground :

The DOEACC Centre [formerly Centre for Electronics Design and Technology of India (CEDTI)], Aurangabad was established at Aurangabad in the year 1986 jointly by Department of Information Technology, Ministry of Communication and Information Technology (erstwhile Department of Electronics), Govt. of India, Govt. of Maharashtra and Dr. B.A.M. University, Aurangabad (Maharashtra). It has been established primarily to train manpower in Electronics Design and Technology. To meet the objectives, the Centre runs:

- a. AICTE approved six semesters (three years) Diploma in Electronics Production and Maintenance (DEPM) to meet the requirements of Industry by creating dedicated and immediate productive technicians.
- b. AICTE approved four semesters (two years) M. Tech in Electronics Design and Technology [M. Tech (EDT)] to produce Electronics Design Engineers.
- c. Number of Short Term industry oriented Courses in Electronics, IT and allied fields

These courses are practical oriented and are designed with the emphasis on design and project work. The quality of education is maintained by periodic review and update of syllabus considering the latest trends and needs of industry, in-depth study by the students through semester system, transparent evaluation system and flexibility being autonomy granted to the Centre by Dr. B. A. M. University, Aurangabad. The Centre enjoys the reputation of its students getting employed in reputed industries and organizations almost immediately on their completion of the courses.

Aurangabad Centre is known for its informal Short Term industry oriented Courses (STCs) i.e. computer oriented, design oriented, specialized, manufacturing technology oriented. The Centre, by establishing the infrastructure and facility in **Agri Instrumentation & Control, Opto-Electronics, VLSI Design, Embedded System Design, Industrial Design, Microprocessor & Microcontroller System Design, Software Development, Multimedia & Animation, Power Electronics, PCB Design and Fabrication, SMD facilities, Consumer Electronics, Tests & Measurements, Communications, Mechanical Workshop** etc, has provided a golden opportunity to the educated unemployed rural youth for employment / self-employment. The Centre has recently established “**e-Learning**” laboratory and initiated to establish the facility in the field of Radio frequency Identification (RFID). The Centre is gearing up to launch courses in emerging areas such as VLSI Design, Embedded System, Linux, Networking, e-Learning etc. The salient features of Short Term Courses (STCs) are :

- Courses in emerging areas of Electronics & IT
- Application oriented
- Part time with opportunities for students, academicians and professionals to explore new technologies concurrently with on going work/ studies
- Custom designed and modular courses
- Corporate training
- Training by trained professionals alongwith visiting lectures by industry professionals and leading academia.

The Centre is also providing the services like product design & development product engineering, proto-type development, process automation, consultancy services and

maintenance, to industries. The Centre is also making all efforts to create best infrastructure to provide quality services to industry in servicing and maintenance of sophisticated instruments / machines, support in technology absorption and procurement of latest equipment/machines. Apart from number of student projects, the Centre has also completed projects for the industry.

With the aim of creating self-employment for lower middle class educated youth and to meet the challenge of quality education/training for the masses on one hand and the experience of quality education in electronics & computer of Aurangabad Centre and to utilise its expertised manpower & established infrastructure for common man on the other, this Centre, as early as 1995, launched Technical Consultancy / Franchise Scheme to promote high quality computer and IT education in the country at an affordable cost, while ensuring uniform standards in order to build national resource of trained manpower.

As the revamping/refinement of scheme's syllabus, administration / management and implementation procedure is a continuing process, the year wise launching of the schemes is given below:

- 1995 - Hardware Technical Consultancy Scheme (HTCS)
- 1996 - Software Technical Consultancy Scheme (STCS)
- 1999 - CEDTI Franchise Scheme (CFS)
- 1999 - Certificate in Information Technology (CIT)
- 2005 - DOEACC Hardware Scheme (Nodal Centre)

Due to popularity of CFS with high quality standard and service, large spectra of society of western part of the country has been benefited. The salient features are:

- Value addition
- Better employment opportunity
- Opportunity to learn new software packages concurrently with on-going studies / work.

It is planned to launch “**DOEACC Scheme for Hardware Courses**” in third quarter of 2005.

Aurangabad Centre is therefore, gradually becoming an important guiding institution for the youth of this region.

In order to provide motivation / incentive / encouragement to staff and also for upgrading their knowledge in recent fields, staff are deputed to various workshops / conferences / training programmes conducted by outside organizations and in-house programmes organized for staff.

Quality education is the identity of DOEACC (Formerly CEDTI Centre), Aurangabad and it believes in maintaining the quality at all levels.

Brand Equity :

Industry Specific Quality Education and Training in modular form to supplement the formal education.

DOEACC (A) – A Trainer for Trainers.

Thrust Areas :

- Agri – Electronics
- Opto - Electronics

Facilities :

DOEACC Centre, Aurangabad's complex is spread over 20 acres of hillside land in the University Campus on the northwest of the Aurangabad City. The main Institute building houses various laboratories, lecture halls, workshop, conference room, library, product display, auditorium, administration, accounts and central stores.

All the sections of the Centre are fully networked with connectivity through leased line, which is freely and easily available to staff and students of the Centre throughout 24 hrs. Video Conferencing and Touch Screen facility are also available.

Laboratories :

Groups	Laboratories / Sections
Agri Instrumentation and Control	• Agri Instrumentation and Control
Opto Electronics	• Opto Electronics Lab
Industrial Design & Manufacturing Engineering Services	• Industrial Design Studio • Manufacturing Engineering Services (Mechanical) • Printed Circuits Board Lab • SMT Lab • CAD / CAM Lab
Simulation	• Simulation (VLSI) Lab
Embedded Systems Design	• Embedded Systems Design Lab • Microprocessor Lab
Information Technology	• Software Development Lab • Multimedia Studio • Computer Centre • E-Learning Lab • Networking Lab
Power Electronics	• Power Electronics Lab
Electronics	• Analog & Digital Lab • Consumer Electronics • Test & Measurement Lab • Service & Maintenance Lab • Communications Lab

Library :

Center's Library has a comprehensive collection of books related to Electronics Design & Technology, VLSI Design, Embedded Systems Design, Industrial Design, Computer Engineering, Opto-Electronics, Medical Electronics, PCB Manufacturing, Power Electronics and International Standards like BIS, DIN EC, etc. Library subscribes to about twenty (20) national and international technical periodicals. Apart from few IEEE transactions and magazines, the library also has DELNET facility. Online access to about 570 IEEE Journals is being planned with the financial support from DIT, MoC&IT, New Delhi. Under the Book Bank Scheme, textbooks are issued to students for the full semester. Library offers services of information dissemination, references, photocopying etc. It is equipped with Computer System and SLIM software package.

Other Facilities :

- Boy's Hostel (Undergraduate & PG Hostels)
- Industry Professional's Hostel
- Guest Rooms
- Cafeteria
- Auditorium
- Conference Hall
- Seminar Halls
- Lecture Halls

1.2 Major Achievements :

The main achievements of the Centre during the year 2004-2005 are:

- 1.2.1 Excellent response to AICTE approved DEPM and M. Tech (EDT) courses. 10 applicants out of 157 applications and 60 applicants out of 176 applications were admitted to M. Tech. (EDT) and DEPM courses respectively through aptitude test followed by personal interview in July 2004.
- 1.2.2 Twelve (12) industries participated in off-campus interviews. Almost 100% placement / employment of the passed out students. [Out of a batch of 25 students of DEPM course passed in July, 04, 18 opted for higher education and secured admission and remaining 07 students of this batch opted for employment and secured the same. All the 15 students of M.Tech (EDT) course passed in July, 04 also secured the employment.]
- 1.2.3 Conducted the second batch of 'O' and 'A' level Bioinformatics courses [24 applicants out of 46 (13+33) applications received were admitted to the course through aptitude test followed by personal interview.]
- 1.2.4 Prepared for launching Short Term Courses in emerging areas of IECT i.e. Linux, Networking, e-Learning, VLSI Design, Embedded Systems etc. Introduced comprehensive course package with emphasis on hands on for Polytechnic and Engineering College students.
- 1.2.5 Interacted with industry to expose students to industry environment and motivated them to undertake real problems of industry as their project and thus built confidence of industry in the Centre by successfully completing two industry supported projects.

- 1.2.6 Successfully completed two sponsored projects i.e. Electronics Multi-relay tester for M/S BG LI-IN, Aurangabad and Networking for UGC - Academic Staff College, Dr. BAM University, Aurangabad.
- 1.2.7 Modernised few existing labs with latest equipment, modern teaching aids and required furniture and fixtures.
- 1.2.8 Established state-of-the-art common facility such as Networking of the Centre, free Internet access and DELNET facility to the students and staff.
- 1.2.9 “e-learning” Laboratory worth Rs. 40 Lakh has been established. Designed syllabus, detail contents with 20% theory and 80% Hands on (Practicals and Projects) for 4 weeks programme on **“Training of Teachers in e-learning”**. Course material, batch and day-wise schedule were also prepared to launch training from April, 2005. The faculty/staff retrained to redeploy in the field of “e-learning”.
- 1.2.10 Designed syllabus, Accreditation Guidelines and Student Prospectus and prepared Implementation Plan to launch **DOEACC Scheme on Hardware Courses** in 2005.
- 1.2.11 Organised successfully four (4) days 2nd face to face workshop on Crystal Comprehensive Programme on **“Building e-learning Institutions”** on Jan 18-21, 2005 jointly with German Technical Cooperation (GTZ) under Indo-German Network of Industrial Services (IGNIS).
- 1.2.12 Marketed the Centre by organising events such as Workshop/Conference Foundation Day, Vigilance week, Hindi Pakhawada/Saptah and inviting VIP’s and dignitaries, developing own website etc.
- 1.2.13 DSIR New Delhi recognised the Centre as “Scientific and Industrial Research Organisation (SIRO)” for availing Custom Duty and Excise Duty exemption for the period 01.04.2004 to 31.03.2007.
- 1.2.14 Undertaken smooth phasing out of CFS.

New Initiatives

- 1.2.15 Initiated the Syllabus review of AICTE approved two years M. Tech.(EDT) and three years Diploma in Electronics Production and Maintenance (DEPM) in line with the type of Human Resource requirements of Electronics, IT & ITeS industry i.e. knowledge based skills set.
- 1.2.16 Undertaken the preparation for launching M.Tech. (VLSI Design & Embedded System Design) and M.Tech. (Information Security) programmes.
- 1.2.17 Initiated the work on Web Based Courses (e-learning) to respond to increasing number of students with limited resources.
- 1.2.18 Prepared for launching of “DOEACC Scheme on Hardware Courses” in the year 2005.
- 1.2.19 Initiated the work on Digital Library, Radio Frequency Identification (RFID), up-gradation of the “Embedded System Design” Laboratory and setting-up of “Information Security” Laboratory.

- 1.2.20 Made efforts to become Participating Institute (PI) in “Information Security Education Awareness (ISEA)” project of DIT.
- 1.2.21 Efforts made / being made to set-up the facility of on-line access of 570 IEEE Journals at the Centre with financial support from DIT, MoC & IT, New Delhi.
- 1.2.22 Efforts made / being made to obtain EDUSAT Connectivity.
- 1.2.23 Initiated the work to obtain ISO 9001-2000 Quality Management Systems, NBA Accreditation, to implement office automation & e-governance to further enhance brand equity as an efficient HR Service Provider.
- 1.2.24 Prepared, analysed and then reviewed the activity-wise Income-Expenditure to undertake appropriate measures in the forth coming year to be self-sufficient and enhance Brand Equity.
- 1.2.25 Undertaken/being undertaken measures to effectively utilise the facilities established and expertise developed over the years to maximise productivity by redeployment after retraining, man-power mapping, streamlining the system, job enlargement and enrichment of the staff, phase-wise restructuring and reorganisation as per the requirement by taking the staff into confidence.
- 1.2.26 Undertaken/being undertaken measures to improve the productivity by inculcating punctuality, discipline, team spirit, ownership, accountability, customer friendliness amongst the staff and timely redressal of student and staff grievances.

1.3 Infrastructure Developed :

- 1.3.1 Civil Works : Completed the Construction of Compound wall at rear side of the plot.
- 1.3.2 New Labs. Developed : Established “**e-Learning**” Laboratory worth Rs.40 Lakh approx.
- 1.3.3 Library : 508 Books were purchased.
- 1.3.4 Any Other Item : (i) Modernised few existing Labs with latest equipment, modern teaching aids and required furniture and fixtures.
(ii) Established state-of-the-art common facility i.e. Networking of the Centre, Free internet access, DELNET facility etc.

3. Constitution of Governing Council, Management Board and Finance and Accounts Committee.

3.1 Governing Council:

Name	Designation
Thiru Dayanidhi Maran	Chairman Hon'ble Minister of Communications & IT
Shri Brijesh Kumar, IAS	Secretary, Vice Chairman Department of Information Technology Ministry of Communications & IT Govt. of India
Prof. (Dr.) Damodar Acharya	Member, Chairman All India Council for Technical Education Indira Gandhi Stadium Complex I P Estate, New Delhi-110 002
Shri M M Nambiar, IAS	Member Additional Secretary & Head of Societies Division, Department of Information Technology Ministry of Communications & IT Govt. of India
Shri Ajeer Vidya, IAS	Member Joint Secretary & Financial Adviser Department of Information Technology Ministry of Communications & IT Govt. of India
Shri Pankaj Agrawala, IAS	Member Joint Secretary, Department of Information Technology Ministry of Communications & IT Govt. of India
Shri Kiran Karnik	Member President NASSCOM International Youth Centre Teen Murti Marg, Chanakyapuri New Delhi-110021
Representative (Not below the level of Jt. Secretary) Ministry Human Resources Development, New Delhi	Member
Representative (Not below the level of Jt. Secretary) University Grants Commission,	Member

New Delhi	
Shri K K Mittal	Member Director General, Employment & Training Ministry of Labour, Shram Shakti Bhawan, Rafi Marg New Delhi- 110001
Lt. Gen. D P Sehgal	Member President Institute of Electronics & Telecommunications Engineers, IETE HQ 2, Institutional Area, Lodi Road, New Delhi-110 003.
Prof. H S Jamadagni	Member Prof. & Chairman Centre for Electronics Design & Technology (CEDT) Indian Institute of Science (IISc), Bangalore
Shri Vinnie Mehta	Member Executive Director Manufactures's Association of IT (MAIT) PHD House, Opp. Asiad Village New Delhi
Dr. M P Ravindra	Member Vice President & Head Education & Research M/s Infosys, Bangalore
Shri Madan Padaki	Member Director Merit Track, Bangalore
Ms. Preeti Desai	Member President Internet Online Association
Dr. P N Gupta	Member Secretary Executive Director DOEACC Society New Delhi
**Two Directors of the Centres shall be Special Invitees by rotation to the meetings of the Council.	

3.2 Management Board:

Shri Brijesh Kumar, IAS Secretary, DIT	Chairman
Shri Pankaj Agrawala, IAS Jt. Secretary (e-Learning & Infrastructure), DIT	Member
Shri Ajeever Vidya JS&FA, DIT	Member
Shri Ved Prakash Secretary, University Grants Commission, New Delhi	Member

Prof. Damodar Acharya Chairman, All India Council for Technical Education, New Delhi	Member
Dr. P.N. Gupta Executive Director, DOEACC	Member Secretary

3.3 Finance and Accounts Committee:

	Chairman
Shri M.M. Nambiar Addl. Secretary, DIT	Member
Shri Ajeever Vidya JS&FA, DIT	Member
Shri Pankaj Agrawala, IAS Jt. Secretary (e-Learning & Infrastructure), DIT	Member
Shri S.K. Gupta CFO, DOEACC	Member Secretary

3.4 The Executive Council of the Centre.

Executive Committee of the DOEACC Centres

Composition of the Committee

There will be a Executive Committee at each Centre of the Society with due representation of the respective State Governments and local Industry concerned, for effective and day to day management of the Centre. The following members shall constitute the Executive committee of each Centre of DOEACC:

- | | | |
|----|--|------------------|
| 1. | Director | Chairperson** |
| 2. | Rep. of State Govt.
(To be nominated by Chief Secretary of the concerned State) | Member |
| 3. | Rep. of Academic Institution of the State
(To be nominated by ED, DOEACC) | Member |
| 4. | Rep. of Industry of concerned State
(To be nominated by ED, DOEACC) | Member |
| 5. | Registrar/Chief Finance Officer | Member |
| 6. | Administrative-cum-Finance Officer | Member-Secretary |

**** (In the pay scale of Rs. 16,400-20,000 and above, in the absence of which Executive Director, DOEACC will chair the meetings of Executive Committee)**

Functions of the Executive Committee

To adopt the Annual Accounts, Annual Budget, policies, etc. of the Centre.

Subject to the overall guidance and control of the Council, the Executive Committee shall take all necessary steps to carry out the objectives of the Centres as set forth in the Memorandum of Association.

The Executive Committee shall be responsible for the day to day activities of the Centre and it will be assisted by the Administrative-cum-Finance Officer of the Centre of DOEACC. The Executive Committee shall assist the Management Board for the technical, financial and administrative management of all the affairs and funds of the respective Centre under the overall control and guidance of the Council and generally exercise all the powers delegated by the Council.

4. MOA, RULES & REGULATIONS AND BYE-LAWS

4.1 MEMORANDUM OF ASSOCIATION of DOEACC SOCIETY

1. Name

- 1.1 The name of the Society shall be "DOEACC SOCIETY".
- 1.2 The Society shall function under the administrative control of the Department of Information Technology, Ministry of Communications and Information Technology, Government of India or the Ministry / Department that may be notified by the Government from time to time.

2. Registered Office

- 2.1 The Registered Office of the Society shall be at Electronics Niketan, 6, CGO Complex New Delhi - 110 003

3. Objectives

- 3.1 To generate quality manpower and develop skilled professionals in the area of Information, Electronics and Communications Technology (IECT) and allied, by providing world class education & training and accreditation services.
- 3.2 To provide continuing support to learners and trainers through active design & development of innovative curricula and acquisition of content, aligned with the dynamically changing IECT scenario.
- 3.3 To establish a quality system of examination and certification that is globally recognized providing a fair assessment of the competency of students.

- 3.4 To continue to implement the DOEACC Scheme for computer. courses, jointly developed by AICTE and DIT in the Non-formal Sector of IT Education and Training.
- 3.5 To establish standards in the areas of IECT and to develop markets in the emerging areas.
- 3.6 To impart continuing Education for up-gradation of knowledge and skills, in view of high obsolescence in the area of IECT.
- 3.7 To provide entrepreneurship development programme in the area of IECT.
- 3.8 To develop and promote the culture of a market to encourage and nurture industry oriented design and development.
- 3.9 To purchase, lease, hire, exchange or otherwise acquire any movable or immovable property and the sell, lease, dispose off, exchange, invest and deal with bonds, moneys, Securities and all kinds of movable or immovable properties for all or any of the objectives for which the Society is established.
- 3.10 To levy and receive moneys in connection with the activities of the Society including grants/loans as and when received from the Government or from any other sources.
- 3.11 All the income, earnings, movable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits, or in any manner whatsoever to the present Members of the Society or to any person claiming through any one or more of the present Members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profit, whatsoever, by virtue of his membership..
- 3.12 The Society will be a non-profit making Society & any excess of income or expenditure would form a Corpus fund, which would be utilized in furtherance of the objectives of the Society.
- 3.13 To do all such activities which are incidental/ancillary for achieving the objectives of the Society.

4. Management

- 4.1 The Society shall function under the administrative control of the Department of Information Technology, Ministry of Communications and Information Technology, Government of India or the Ministry / Department that may be notified by the Government from time to time. The Society will have an institutional framework with the Governing Council as an apex body to evolve corporate policies and provide necessary guidelines for fulfillment of the aims and objectives set forth for the society. The Council is vested with the all the powers and responsibility for all the affairs of the Society and its Centres. The Council will be assisted by Management Board for the technical, academic, financial and administrative management of the Society. The Society as well its Centres would be under the overall control and guidance of the Council. The individual Centres will be conferred necessary flexibility for freedom of operation through appropriate delegation of authority and responsibility to enable them to function effectively. The Council will periodically review and monitor the activities

of the Society and take such remedial measures as may be deemed necessary, to meet the aims and objectives of the Society.

- 4.2 The Society will be funded by the administrative ministry as per the allocation by the Planning Commission and shall generate revenue through its various activities. The Society shall also obtain sponsored projects from Government Departments, State Governments, industries both in the public and private sector and over a period of time the various Centres of the Society shall endeavor to become self-sustaining, so that the grant-in-aid from Government is reduced gradually.
- 4.3 The administrative ministry may issue such directions to the Society, as it may consider necessary, for furtherance of the aims and objectives of the Society and for ensuring its proper and effective functioning and the Society will carry out such directions.
- 4.4 The Society would be managed within an institutional framework with independent and autonomous authority, responsibility, and flexibility, for dynamic operation to achieve the objectives set for the Society.

5. Composition of Governing Council

The name, occupation and address of the members of the Governing Body to whom the management of the Society is entrusted, as required under the Scientific and Charitable Society's Registration Act 1860, in pursuance of this Memorandum of Association are as follows:

Name	Occupation	
Shri Dayanidhi Maran Minister for Communications and Information Technology New Delhi - 110 00	Public Servant	Chairman
Shri Brijesh Kumar Secretary Department of Information Technology Ministry of Communications and Information Technology New Delhi - 110 003	Service	Vice Chairman
Shri Ajeer Vidya, IAS Joint Secretary & Financial Adviser Department of Information Technology Ministry of Communications and Information Technology New Delhi - 110 003	Service	Member
Shri Pankaj Agrawala, IAS Joint Secretary (e-Learning and Infra) & Head of Societies Division, Department of Information Technology Ministry of Communications and Information Technology New Delhi - 110 003	Service	Member
Prof. (Dr.) K.K. Aggarwal Vice Chancellor Guru-Gobind Singh Indraprastha University Kashmere Gate, New Delhi – 110 002	Service	Member
Shri Ravi Mathur, IAS Ministry of Human Resources Development Department of Education, Shastri Bhavan New Delhi - 110 00	Service	Member
Dr. P.N. Razdan Advisor-I All India Council for Technical Education (AICTE) Indira Gandhi Stadium, I P Estate New Delhi - 110 002	Service	Member
Shri Ved Prakash Secretary, University Grants Commission 2, Bahadur Shah Zafar Marg, New Delhi - 110 002	Service	Member
Prof. K.V.S. Hari Associate Professor (ECE) Indian Institute of Science (IISc) Bangalore - 560 012	Professor	Member
Prof. Vinay Kumar Nangia Department of Management Studies, Indian Institute of Technology Roorkee, Uttarancha	Professor	Member

Shri Nalin Kohli Chairman Electronics and Computer Software Export Promotion Council PHD House, Hauz Khas, New Delhi	Industrialist	Member
Prof. Veena Kumar Department of Humanities and Social Science, Indian Institute of Technology Hauz Khas , New Delhi	Professor	Member
Prof K.P. Chinda Principal Keshav Mahavidyalaya H-320, New Rajinder Nagar New Delhi - 110 060	Professor	Member
Prof. Rudra Pratap Assistant Professor Mechanical Engineering Indian Institute of Science, Bangalore	Professor	Member
Shri M.L. Ravi President, CSI 18, Milap Society, Plot 18, Survey No. 14 Patwardhan Baug (Near Vakil Nagar), Erandavana, Pune - 411 004	I.T. Professional	Member
Dr. J.H. Agarwal Vice President Institute of Electronics and Tele- communication Engineers 2, Institutional Area, Lodhi Road, New Delhi	Academician	Member
Dr. P.N. Gupta Executive Director DOEACC Society, New Delhi	Service	Member Secretary

To impart continuing Education for up-gradation of knowledge and skills, in view of high obsolescence in the area of IECT.

To provide entrepreneurship development programme in the area of IECT.

To provide entrepreneurship development programme in the area of IECT.

To develop and promote the culture of a market to encourage and nurture industry oriented design and development.

To purchase, lease, hire, exchange or otherwise acquire any movable or immovable property and the sell, lease, dispose off, exchange, invest and deal with bonds, moneys, Securities and all kinds of movable or immovable properties for all or any of the objectives for which the Society is established.

To levy and receive moneys in connection with the activities of the Society including grants/loans as and when received from the Government or from any other sources.

All the income, earnings, movable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits, or in any manner whatsoever to the present Members of the Society or to any person claiming through any one or more of the present Members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profit, whatsoever, by virtue of his membership.

The Society will be a non-profit making Society & any excess of income or expenditure would form a Corpus fund, which would be utilized in furtherance of the objectives of the Society.

To do all such activities which are incidental/ancillary for achieving the objectives of the Society.

4.2 RULES AND REGULATIONS of DOEACC SOCIETY

1. Short Title

These Rules and Regulations shall be called the Rules of the DOEACC SOCIETY

2. Definitions

In these rules, unless the context requires:

- a) **"AAC"** means "Academic Advisory Committee "
- b) **"AICTE means** "All India Council for Technical Education".
- c) **"Board"** means the "Management Board of the Society".
- d) **"Centre" means**“ Centre of DOEACC Society at various locations” in India or abroad
- e) **"Chairman"** means the “Minister/Minister of State, Ministry of Communications & Information Technology (MCIT), Govt. of India”.
- f) **"Committee"** means the “Executive Committee of the DOEACC Centre”.
- g) **"Council"** means the “Governing Council” of the Society.
- h) **"Director"** means the "Director of the respective DOEACC Centre".

- i) **"DIT"** means Department of Information Technology
- i) **"Executive Director (ED)"** means the “Chief Executive Officer” of the Society.
- k) **F&A Committee"** means “Finance & Accounts Committee” of the Society
- l) **"Government"** means the “Government of India”.
- m) **"MCIT"** means Ministry of Communications & Information Technology
- n) **"Registrar"** means "Registrar of the Society".
- o) **"Services" means** “Education & Training and related Services” in the field of Information, Electronics & Communications Technology.
- p) **"Society"** means the “DOEACC SOCIETY”.
- q) **"Vice Chairman"** means “Secretary of the Administrative Ministry (Department of Information Technology)
- r) **"Year"** means the period of the twelve months beginning from the first day of April and ending on the thirty-first day of March of the subsequent year.

3. Administration and Management

3.1 Subject to these rules and such rules as may hereafter be made from time to time the administration and management of the Society vests in the Council.

3.1.1 The Council will periodically review and monitor the activities of the Society and take such measures as deemed necessary to meet the objectives of the Society.

3.1.2 The Council will be assisted by the Management Board/AAC/Executive/F&A Committee for the operational, financial and administrative management of the Society under its overall control and guidance of the Council. The Board has the right to authorize any of its Members, who are on the staff of the Society, to sign and execute documents, contracts on behalf of the Society.

4. Council to be the Apex Body of the Society

The Council shall be the Apex policy-making body of the Society. Subject to the provisions of these Rules, the Council shall conduct the Administration and Management of the Society.

5. The Council

The Governing Council shall consist of not less than ten and not more than seventeen members (including the Chairman) as under:

<i>Minister/Minister of State</i>	<i>Chairman</i>
<i>MCIT</i>	
<i>Secretary, DIT</i>	<i>Vice Chairman</i>
<i>President, Institution of Electronics & Telecommunications Engineers</i>	<i>Member</i>
<i>Chairman, AICTE</i>	<i>Member</i>
<i>An outstanding academician in the field of Information Technology</i>	<i>Member</i>
<i>Head of Society Division, DIT</i>	<i>Member</i>
<i>Joint Secretary & Financial Adviser, DIT</i>	<i>Member</i>
<i>President, NASSCOM</i>	<i>Member</i>
<i>Representative of Ministry of Human Resource Development (Not below the Rank of Joint Secretary)</i>	<i>Member</i>
<i>Representative of University Grants Commission (Not below the rank of Joint Secretary)</i>	<i>Member</i>

<i>Four Representatives from the field of Electronics, Communications, Information Technology, Industries,</i>	<i>Members</i>
<i>Director General, Employment and Training</i>	<i>Member</i>
<i>Executive Director, DOEACC</i>	<i>Member- Secretary</i>

****Two Directors of the Centres shall be Special Invitees by rotation to the meetings of the Council.**

6. Management Board to be the Executive Arm of the Council

The Management Board shall be the executive arm of the Governing Council and shall develop policies for consideration and approval of the Council as per the objectives of the Society detailed in Memorandum of Association, and formulate strategies and methodology for executing Council decisions. It shall also be responsible for planning, analysis and coordination of research and development and other activities in the thrust areas of the Society.

7. Management Board

The Management Board shall consist of the following:

- I) Secretary, DIT/Vice-chairman, Governing Council – Chairman*
 - ii) Jt. Secretary, Societies Division, DIT - Member*
 - iii) JS&FA, DIT - Member*
 - iv) Executive Director, DOEACC - Member
Secretary*
 - v) Two Members of the Council to be - Members
Nominated by the Chairman, Governing Council*
- * 3 Director of DOEACC Centre shall be the Special Invitees in the meetings of the Board by rotation.*

The Management Board shall be responsible for executing the decisions of the Council and for periodical review of activities undertaken by the Society and to re-assure that the finances of the Centres of the Societies are managed properly. The Board shall evolve strategies and plans for proper management of the Society and may make proposals to the Council regarding additional investments to be made for modernisation of facilities. The Management Board shall assist and support the Governing Council of the Society in fulfilling the responsibilities entrusted to him under the MOA, Rules and Bye-laws of the Society. Subject to the overall control of the Council, and within the powers delegated, the Board shall perform the following functions:

- 7.1. Review progress of projects undertaken, projects likely to be obtained in the near future, projects completed etc. Critically analyse the achievements with respect to the targets both financial & physical and decide on remedial measures.

- 7.2. Review deployment/ redeployment of manpower to satisfy that manpower is optimally utilized.
- 7.3. Approve foreign travels of all staff except Executive Director of the Society.
- 7.4. Propose additions, alterations and modifications to the Bye-laws or any related matter for consideration and approval of the Council/ Government.
- 7.5. To constitute, from time to time, the Sub-committees from amongst its various experts/members and/or staff of the Society and assign specific responsibilities.
- 7.6. 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 investigation and study on a subject in which the Society is interested.
- 7.7. 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.
- 7.8. Prepare and submit a detailed Annual Budget Estimates under various heads for consideration and approval of the Council.
- 7.9. Prepare and submit the Annual Report of the Society for the consideration and approval of the Council.

8. AAC to be the Advisory Body on the academic activities

AAC shall be the Advisory Body on the academic activities of the Society and shall be responsible for setting up of standards and academic programmes of the Society.

The Academic Advisory Committee shall consist of:

- | | | |
|------|--|------------------|
| i) | A member of the Governing Council
(to be nominated by Chairman, Governing Council) | Chairman |
| ii) | Two Representatives from National Institutions of Repute preferably in the area of Information, Electronics & Communication Technology | Members |
| iii) | Two Representatives of the Industry | Members |
| iv) | Representative of NASSCOM | Member |
| v) | Representative of MAIT | Member |
| vi) | Executive Director, DOEACC Society | Member |
| vii) | A representative of DOEACC Society
(to be nominated by ED, DOEACC) | Member-Secretary |

The functions of the AAC shall be as follows:

- 8.1 Approve a systematic programme review that demonstrates that standards set are adequate to evaluate the quality of the education or training provided by the Society and that the long-term courses / programs are relevant to the educational or training needs of students.

- 8.2. Evolve effective Monitoring and re-evaluation procedure for accredited institutions by conducting inspections to ensure that they remain in compliance with the standards laid down by the Society.
- 8.3 Review achievements with reference to assignments undertaken during the year and progress made in relation to achieving long-term objectives and the quality of output of the Society. Identify the bottlenecks if any and to suggest remedial measures.
- 8.4 Approve norms relating to admissions, pattern and evaluation norms and schedule of examinations and fix the minimum standard for passing examinations for award of certificates / diplomas.
- 8.5 Approve syllabi of the courses of study, suggest reference books and other reading materials for the programmes of study and formulate norms for conduct of examinations for the long-term courses under offer.
- 8.6 Approve panel of names suitable for appointment as experts for various activities (Accreditation/Examination) of the Society.
- 8.7 To review and approve measures for improvement of standards of the courses offered.
- 8.8 To constitute Sub-academic Advisory Committee at Centres.
- 8.9 To constitute Examination Board for the Society/Centres.
- 8.10 To constitute Syllabus Committee as and when required.
- 8.11 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.
- 8.12 Approve long-term or agreement for academic exchange programme with such departments of other universities and 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.
- 8.13 Approve forms and nomenclature of certificates, diplomas that may be awarded to candidates after qualifying the examinations.
- 8.14 Identify weak areas in the system followed by the Society and the areas requiring special reinforcement
- 8.15 Constitute a Moderation Board for each paper/to ensure that the question paper has been set strictly in accordance with the syllabus covering broad areas adequately; (i) to delete question (s) set from outside syllabus and to make necessary substitution, if required (ii) to remove ambiguity in the language of question, of any (iii) to moderate all the questions properly giving ample opportunity to candidates of average and exceptional capabilities (iv) to ensure proper distribution and indication of percentage of marks for each question or part or parts thereof, time prescribed for the paper and to correct errors, if any in question paper, evaluation criteria, etc..

8.16 Scrutinize the statistics of results prepared by the Tabulators and moderate the same, if need be, before the declaration / publication of results.

9. CONSTITUTION AND POWERS OF 'FINANCE AND ACCOUNTS' COMMITTEE

9.1 DOEACC Society shall have a 'Finance and Accounts Committee' consisting of the following :-

(i)	Chief Executive of the Society	Chairman
(ii)	JS&FA, DIT or his representative	Member
(iii)	JS(Societies), DIT or his representative	Member
(iv)	HOD, Concerned Technical Division, DIT	Member
(v)	Chief Finance Officer/Sr. Finance Officer	Member Secretary

9.2 The Committee will meet as and when required. In case of emergency it can also clear the files of individual cases by rotation where such files shall be sent to JS&FA after the other two members have seen and recorded their approval to the proposal. The powers of this Finance & Accounts Committee would be recommending in nature. Their recommendations would be put up to Governing Council for approval.

9.3 The powers of this Committee will be as under:-

- i) To scrutinize and recommend to the Governing Council, the Budget Estimates/Revised Estimates of the Society;
- ii) To scrutinize the Audited Annual Account of the Society before their submission to the Governing Council/ General Body for adoption ;
- iii) To recommend re-appropriation of funds from one head to another head of account within its overall approved outlay for the year.;
- iv) To recommend write off losses above Rs. 25,000/- in each case.;
- v) To recommend disposal of surplus/obsolete items as per the prescribed procedure involving material above Rs. 1 Lakh in each case.;
- vi) To prescribe the Heads of Accounts to be adopted by the Society both for its revenue and expenditure ;
- vii) To advise the Society from time to time in various Financial matters ;
- viii) To financially appraise the internal plan projects costing above Rs. 50 Lakhs ;
- ix) To recommend to Governing Council appointment of Auditors and payment of fee ;
- ix) Any other item to be specifically allotted to this Committee by the Governing Council of the Society from time to time.

10. Executive Committee of the DOEACC Centres

10.1 Composition of the Committee

There will be a Executive Committee at each Centre of the Society with due representation of the respective State Governments and local Industry concerned, for effective and day to day management of the Centre. The following members shall constitute the Executive Committee of each Centre of DOEACC:

1.	Director	Chairperson**
2.	Rep. of State Govt. (To be nominated by Chief Secretary of the concerned State)	Member
3.	Rep. of Academic Institution of the State (To be nominated by ED, DOEACC)	Member
4.	Rep. of Industry of concerned State (To be nominated by ED, DOEACC)	Member
5.	Registrar/Chief Finance Officer	Member
6.	Administrative-cum-Finance Officer	Member-Secretary

**** (In the pay scale of Rs. 16,400-20,000 and above, in the absence of which Executive Director, DOEACC will chair the meetings of Executive Committee)**

10.2 Functions of the Executive Committee

10.2.1 To adopt the Annual Accounts, Annual Budget, policies, etc. of the Centre.

10.2.2 Subject to the overall guidance and control of the Council, the Executive Committee shall take all necessary steps to carry out the objectives of the Centres as set forth in the Memorandum of Association.

10.2.3 The Executive Committee shall be responsible for the day to day activities of the Centre and it will be assisted by the Administrative-cum-Finance Officer of the Centre of DOEACC. The Executive Committee shall assist the Management Board for the technical, financial and administrative management of all the affairs and funds of the respective Centre under the overall control and guidance of the Council and generally exercise all the powers delegated by the Council.

11. Duration of the Membership of the Council/Board/Committee

Where a person becomes a member of the Council/Committee/Board by reason of the office or appointment he holds, his membership of the Council/ Committee/ Board shall terminate when he ceases to hold that office or appointment. Other members shall continue to hold office unless the member resigns or the authority, which nominated them, terminates their membership earlier, which they will have power to do. The administrative Ministry shall reconstitute the Governing Council as and when it is considered necessary and shall in any case review the membership once every two years.

If a vacancy in the office of a Member of the Council, Board, Committee or Board has occurred, the continuing members shall act as if no vacancy had occurred and no act or proceedings of the Council shall be deemed invalid merely by reason of a vacancy in the Council 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 meeting of the Council/ Committee /Board.

12. Officers and Employees of the Society

Subject to the provisions of these Rules, the staff of the Society will

consist of:

- i) Executive Director
- ii) Directors or Heads of Centres
- iii) Registrar
- iv) Chief Finance Officer
- (v) Technical Executives and Technical Support Staff
- vi) Administrative/Finance Executives and Support Staff

13. Bye-laws

13.1 The Council may frame Bye-Laws from time to time not inconsistent with the Rules for the general administration and management of the Society, and may in particular provide for the following:

- a) Conduct of business and the procedure to be adopted at meetings of the Council, Board, and Committee and the quorum for such meetings;
- b) Finances and accounts of the Society;

Amounts to be levied by the Society for the various activities of the Society.

- c) Term and tenure of appointments, emoluments, allowances and other conditions of service of the officers and employees of the Society including conduct rules with the approval of the administrative ministry.
- d) Powers, functions and duties of the Chief Executive of the Society and other officers and employees of the Society;
- e) Execution of contracts and other instruments on behalf of the Society;
- f) Establishment and maintenance of provident fund or other funds for the benefit of the officers and employees or for the purposes of the Society;
- g) Such other matters as may be necessary for the administration and management of the Society.
- h) Conduct and defence of legal proceedings and the manner of signing pleadings; and

13.2 The Council shall have the power to make amendments to these Rules and Bye-laws with approval of the administrative ministry.

13.3 Bye-laws framed by the Council in pursuance of Rule 12 as above shall continue to be in force until they are superseded by bye-laws framed by the Council in pursuance of these Rules.

14. Appointment of Executive Director

The appointment of the Executive Director in the prescribed scale of pay in terms of Recruitment Rules shall be made by the Council with the approval of the Government.

15. Powers of Delegation of the Executive Director

The Executive Director shall be the Chief Executive Officer of the society and shall manage the affairs of the Society in conformity to the authority and powers vested in him as per the Bye-laws.

16. Tenure of appointment of employees of the Society

The regular employees of the Society shall retire at the age of superannuation i.e. 60 years or the age that may be decided by the Government from time to time.

17. Appointment of Registrar

The appointment of the Registrar shall be made by the Chairman, Governing Council on the recommendations of the Chief Executive Officer and shall be reported to the Council.

18. Change in the objects of the Society

Council, with the approval of the administrative ministry, may change the name of the Society and its objects subject to clearance from competent authorities under the Societies Registration Act, 1860.

19. Legal Action

The Executive Director/Director may sue or be sued in the name of the Society/Centre in all legal proceedings.

20. Seal of the Society

The Registrar or an officer nominated by Executive Director, is authorised to execute all documents and contracts and to put in the Seal of the Society on such documents on the direction of the Chief Executive. The custody of the Seal would be with the Registrar/or the officer nominated. Similarly the Heads of Administration or officer of the Units shall execute all documents and contracts on behalf of Units.

21. Budget, Finance and Accounts

- 21.1 The Society shall get the approval of the Council for the Annual Budget of the subsequent year and forward copies thereof to the Government of India at the appropriate time.
- 21.2 Money forming part of the funds of the Society vested in the council shall be deposited in the name of the Society in an approved Bank or Banks, which shall be, scheduled Banks.
- 21.3 All the incomes, earnings, movable and/or immovable properties of the Society will be solely utilized and applied towards the promotion of the objects as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends bonus, profit or any manner, whatsoever, to the members of the society or to any person or persons claiming through one or more of the members. No member of the Society shall have any personal claim on any movable and/or immovable properties of the Society or make any profit, whatsoever, by virtue of his membership.
- 21.4 The accounts of the Society shall be audited annually by a Chartered Accountant or Accountants as defined in the Chartered Accountants Act, 1949(XXXVIII of 1949) to be approved by the Council.

22. Annual Report

The Council shall submit a Report on the working of the Society annually to the Department of Information Technology, Government of India. Such Report shall contain particulars regarding the work of the Society during the previous year and shall be accompanied by an audited statement of accounts showing the income & expenditure and Balance Sheet of the Society during the said year.

23. Alteration of Rules

These Rules may be altered, added to and modified by the Council as and when necessary, with the approval of the administrative ministry and the Rules (so altered, added to and modified) shall operate from such date as shall be notified.

24. Change of Name

The name of the Society may be changed by the Council as and when necessary, with the approval of the administrative ministry and the change in name, so altered and modified shall operate from such date as shall be notified. The change in the name of the Society shall not affect any rights or obligations of the Society or render defective any legal proceedings by or against the Society and any legal proceedings, which might have been continued or commenced by or against it by its new name.

25. **Amalgamation and Division of the Society**

The Council shall be competent to amalgamate the Society with any other Society either wholly or partially for better utilization of the resources of the Society and the change shall operate from such date as shall be notified. Similarly the Government may order division or amalgamation of the Society after giving it an opportunity to represent against such proposal.

26. **Dissolution of the Society**

The Society may be dissolved in accordance with the provisions of Section 13 of the Societies Registration Act (Act No. XXI of 1860) after obtaining the previous consent of the administrative ministry in that behalf.

If, upon the dissolution of the Society, 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 Society, but it shall be lawful for the members to determine by the majority of the votes of the members present personally at the time of dissolution of the Society that such property shall revert to the Charitable Society, under the administrative control of Department of Information Technology, Government of India, having similar objectives to be utilized for the same purpose referred to in Section I of the Societies Registration Act (Act No. 21 of 1860).

27. **Application of the Act**

The provisions of the Societies Registration Act, 1860 (Act No. 21 of 1860) as applicable to the State of Delhi shall apply to the Society.

4.3 **Bye Laws of DOEACC Society**

(UNDER RULE 12 OF THE RULES AND REGULATIONS FOR ADMINISTRATION AND MANAGEMENT OF THE SOCIETY)

1. **Short Title**

The Bye-laws shall be called the Bye-laws of DOEACC Society.

2. **Definition:**

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

- a) "AAC" means Academic Advisory Committee of the Society.
- b) "Administrative Ministry" means Department of Information Technology, *Ministry of Communications & Information Technology, Government of India.
- c) "Appointing Authority" in relation to any post in the Society, means the authority competent to make appointment to that post.
- d) "Board" means Management Board of the Society.
- e) 'Centre' means Centre of the Society at various locations in India or abroad

- f) **“Chairman”** means the Chairman of the Council/Board/Committee of the Society.
- g) **“Committee”** means the Executive Committee of the DOEACC Centre.
- h) **“Competent Authority”** means the authority indicated for various purposes in these Rules or any other Rules applicable or in force in the Society.
- i) **“Council ”** means the Governing Council of the Society.
- j) **“Executive Director”** means the Chief Executive Officer of the Society.
- k) **“F&A Committee”** means “Finance & Accounts Committee” of the Society
- l) **“Society”** means the DOEACC Society

3. Residuary conditions of service:

- 3.1 The Council shall determine any matter relating to the conditions of service of the employees for which no provision is made in these rules. In exceptional circumstances, Executive Director may take decisions in consultation with Chairman of the Council. All such matters should be placed before the Council at its next meeting for ratification.
- 3.2 These Rules and Regulations shall not affect adversely the service conditions already being enjoyed by the employees of the Society on the date of merger i.e. December 14, 2002.

4. Power to relax:

Notwithstanding anything contained in these rules, the Chairman, Governing Council of the Society may relax any of the provisions of these rules. Relaxation shall, however, be in very exceptional and rare circumstances for reasons to be recorded in writing.

5. Interpretation:

In the matter of interpretation of any rules/orders, the decision of the Executive Director shall be final unless otherwise, specifically included in these rules.

6. Power, Functions and Duties of the Council

The Council shall be the apex policymaking body of the Society, for fulfillment of the objectives set forth for the Society.

7. COUNCIL MEETINGS AND PROCEDURES

- 7.1 **Meetings:** Meetings of the Council shall be held at least **twice** 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.
- 7.2 **Place of meeting:** Meetings of the Council shall be held at the Headquarters of the Society unless the Chairman otherwise directs.
- 7.3 **Notice of a meeting:** Notice of a meeting shall be given to the members at least fourteen days before the day of the meeting. In case of an extraordinary meeting, at least seven days notice shall be given.

7.4 Quorum and Procedure: 1/3rd of the total membership of the effective 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.

7.5 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.

7.6 Chairman of the meeting: The Chairman of the Council shall preside all meetings of the Council. In the absence of the Chairman, the Vice-Chairman of the Council shall preside over the meeting.

7.7 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 Board/Committee to determine policy for the guidance of the Society. The Council shall consider and pass the detailed Annual Budget Estimates as well as Revised Estimates, Annual Accounts etc. submitted by the Board/Committee with their recommendations and to consider such matters, as may be brought before the Council with the permission of the Chairman.

7.8 Minutes: The Member Secretary 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) at the address of every member indicating the authority to take action on each decision.

7.9 Vacancy: When a vacancy occurs in the Council due to death, resignation, or for any other reason, of the nominated member(s), such a vacancy shall be filled by a person nominated by the concerned authority(s) as per the Rules & Regulations .

8. General Body of the Society

8.1 General Body shall mean all the members of the Governing Council of the Society. Chairperson of the Council will be Chairperson of the General Body.

8.2 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.

9. BOARD MEETINGS AND PROCEDURES

9.1 Meetings: The Board shall meet at least once in a quarter. Special meetings of the Board, if necessary, shall be convened by the Chairman at the written request of at least one third of the members of the Board.

9.2 Place of meeting: Meeting of the Board shall be held at the Headquarters of the Society unless the Chairman otherwise directs.

- 9.3 Notice of a meeting:** Notice of a meeting shall be given to the members at least 15 days before the day of the meeting.
- 9.4 Quorum and Procedure:** 1/3rd of the total membership of the effective Board 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.
- 9.5 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.
- 9.6 Chairman of the meeting:** The Chairman of the Board shall preside at all meetings of the Board. In the absence of the Chairman, the meeting shall be presided over by the Vice-chairman of the Board.
- 9.7 Nature of Business:** The Board 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 other matters as may be brought before the Board with the permission of its Chairman.
- 9.8 Minutes:** The Member Secretary shall keep the minutes of the meetings of the Board, 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.
- 9.9 Vacancy:** When a vacancy occurs in the Board due to death, resignation, or for any other reason, of the nominated member(s), such a vacancy shall be filled by a person nominated by the concerned authority(s) as per the Rules & Regulations.

10. Powers Functions and Duties of the Board

- 10.1. Subject to the overall control of the Council, and within the powers delegated, the Board shall perform the following functions:
- 10.1.1 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.
- 10.1.2 Consider the detailed Annual Budget Estimate and also Revised Estimate submitted by the Committee and forward the same with its recommendations to the Council.
- 10.1.3 Authorise reappropriation to augment provision under the heads other than “Salaries, Allowances and Provident Fund Contributions” on recommendation of the Committee.
- 10.1.4 Consider and submit for approval of the Council the proposals for alteration, addition and modification to the Byelaw made under the Rules of the Society.
- 10.1.5 Exercise powers delegated to the Board with the approval of the administrative ministry.
- 10.2 Review the reports submitted by the Executive Director in respect of the following:
- 10.2.1 Progress on projects undertaken by the Society

- 10.2.2 Details of new projects undertaken / likely to be undertaken
- 10.2.3 Details of projects completed
- 10.2.4 Statement of tours undertaken by the Chief Executive
- 10.2.5 Visit by VIPs / dignitaries to the Centres of the Society
- 10.2.6 Details on manpower strength including research staff viz., sanctioned, filled, vacant and number of persons on short-term contract.
- 10.2.7 Details of papers published by staff of the Society in national and international publications
- 10.2.8 Details of patents applied / received / held

11. AAC MEETINGS AND PROCEDURES

- 11.1 **Meetings:** Meetings of the AAC shall be held at least twice a year. The Executive Director shall convene special meetings of the AAC, if necessary, with permission from Chairman.
- 11.2 **Place of meeting:** Meeting of the AAC shall be held at the Headquarters of the Society unless the Chairman otherwise directs.
- 11.3 **Notice of a meeting:** Notice of a meeting shall be given to the members at least seven days before the day of the meeting.
- 11.4 **Quorum and Procedure:** 1/3 of the total membership of the AAC 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.
- 11.5 **Chairman of the meeting:** The Chairman of the AAC shall preside at all meetings of the AAC. In the absence of the Chairman, the members present shall elect a Chairman to preside over the meeting.
- 11.6 **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.
- 11.7 **Nature of Business:** The legitimate role of this body would be to provide a thrust, suggest new areas of academic and orient programmes in the desired direction. The AAC would also exercise critical judgment of the academic activities of the Society and give directions for international scientific collaboration and Academic Schemes.
- 11.8 **Minutes:** The Executive Director shall nominate an officer of the Society who shall coordinate the activities of the AAC and shall also keep the minutes of the meetings of the AAC, and send a copy of the minutes of every such meeting, as early as possible to the address of every member.
- 11.9 **Vacancy:** When a vacancy occurs in the office of the nominated members of the AAC through death, resignation, or for any other reason, such vacancy shall be filled

with the approval of the Chairman of the AAC on recommendation of Executive Director.

- 11.10 **Vacancy not to affect proceedings:** If any vacancy in the office of a member of the AAC has occurred, the continuing members shall act as if no vacancy had occurred and no act or proceedings of the AAC 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.

12. EXECUTIVE COMMITTEE MEETINGS AND PROCEDURE

- 12.1 **Meetings:** The Committee shall meet at least twice a year. Special meetings of the Executive 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.

- 12.2 **Place of meeting:** Meeting of the Committee shall be held at the respective Centre unless the Chairman otherwise directs.

- 12.3 **Notice of a meeting:** Notice of a meeting shall be given to the members at least 15 days before the day of the meeting.

- 12.4 **Quorum and Procedure:** 1/3rd of the total membership of the effective Committee 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.

- 12.5 **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.

- 12.6 **Chairman of the meeting:** The Chairman of the Committee shall preside at all meetings of the Committee. In the absence of the Chairman, the meeting shall be presided over by the member nominated by Members present in the meeting.

- 12.7 **Nature of Business:** The Committee shall meet to monitor and review the activities of the Centre and to take remedial measures, as deemed fit, to meet the aims and objectives of the Society and to consider such other matters as may be brought before the Committee with the permission of its Chairman.

- 12.8 **Minutes:** The Member Secretary 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.

- 12.9 **Vacancy:** When a vacancy occurs in the Committee due to death, resignation, or for any other reason, of the nominated member(s), such a vacancy shall be filled by a person nominated by the concerned authority(s) as per the Rules & Regulations.

- 12.10 **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 Board.

12.11 Voting Power : Each member of the Executive Committee shall have one vote. Where there is no unanimity, decisions shall be taken by a majority of votes of the members present for voting. The Chairperson shall have a second or casting vote whenever there is a tie.

In the event of disagreement between the Chairperson of the Executive Committee and the Finance Member of the Executive Committee on any financial matter, the matter will be referred to the Board whose decision will be final and binding on the Executive Committee.

12.12 Duration of the Membership of the Committee

Vice Chairman, Governing Council shall have the powers to reconstitute the Executive Committee as and when it is considered necessary and shall in any case review the membership once every three years.

Where a person becomes a Member of the Committee by reason of the office or appointment held in the nominating organization, membership of the Committee of the person shall terminate when the person ceases to hold that office or appointment. Other members shall hold office for three years unless the member resigns or the authority which nominated the member terminates the membership earlier, which the nominating authority will have power to do.

12.13 Functions and Powers of the Executive Committee

Subject to the overall guidance and control of the Council, the Executive Committee shall take all necessary steps to carry out the objectives of the Society as set forth in the Memorandum of Association.

The Executive Committee shall be responsible for the day to day activities of the Centre and it will be assisted by the **Administrative-cum-Finance Officer** of the Centre. The Executive Committee shall assist the Management Board for the technical, financial and administrative management of all the affairs and funds of the respective Centre under the overall control and guidance of the Council and generally exercise all the powers delegated by the Council.

12.14 Member Secretary to the Committee

The Administrative-cum-Finance Officer (AFO) of the Centre shall be the ex-officio Member Secretary to the Committee. The AFO shall act as the Recorder to the Committee, and shall have charge of all documents relating to the Centre. The AFO will send the copy of the Minutes of all the meetings to the members.

12.15 Powers, Functions and Duties of the Committee

12.15.1 With previous approval of the Council, the Executive Committee shall have powers to frame regulations, not inconsistent with the Rules & Regulations of the Society for the administration and management of the affairs of the Centres.

12.15.2 Monitor and review periodically the activities of the Centre and to make remedial measures.

12.15.3 Consider the detailed Annual Budget Estimates/Revised Estimates of the Centre and forward the same with its recommendations to the F&A Committee.

12.15.4 Exercise powers delegated to the Committee.

13. **BUSINESS BY CIRCULATION OF PAPERS**

The Council/Board/Committee may dispose off urgent matters by circulation of papers in such cases where the decision can not wait for formal convening of the meeting.

14. **FINANCE AND ACCOUNTS COMMITTEE**

The Society shall also have the Finance & Accounts Committee of the Society with the following composition and the powers of the F&A Committee shall in particular be as under: -

(i)	Chief Executive of the Society	Chairman
(ii)	JS&FA, DIT or his representative	Member
(iii)	JS(Societies), DIT or his representative	Member
(iv)	HOD, Concerned Technical Division, DIT	Member
(v)	Chief Finance Officer/Sr. Finance Officer	Member Secretary

- 14.1 To review the financial position of each Centre & Society as a whole and make remedial measures as deem fit to ensure that each Centre is financially self-sufficient.
- 14.2 To scrutinize and recommend to the Board, the Budget Estimates/Revised Estimates of the Society.
- 14.3 To recommend re-appropriation of funds from one head to another head of account within its overall approved outlay for that year;
- 14.4 To recommend write-off losses;
- 14.5. To prescribe the Heads of Account to be adopted by the Society both for its Income and Expenditure;
- 14.6 To advise the Society from time to time in various financial matters;
- 14.7 To financially appraise the projects costing above Rs.50 lakhs;
- 14.8 To scrutinize the Audited Annual Account of the Society before their submission to the Governing Council / General Body for Adoption;
- 14.9 Any other item to be specifically allotted to F&A Committee by the Governing Council of the Society from time to time.

15. **Special Powers of the Chairman**

The Chairman of the Governing Council / Board/Committee may, in emergent cases or under special circumstances exercise the powers of the Council / Board, in consultation with one or more members of the Governing Council/Board/Committee and in consultation with Finance Member of the Council/Board/Committee. All such matters shall be reported to the Council/Board/Committee in their next meeting.

16. Disagreement

In the event of disagreement between the Chairman of the Council/Board/Committee and the Finance Member of the Council/Board/Committee on any Financial matters beyond the delegated powers of the administrative ministry, the matter may be referred to the Minister-in-charge of the administrative ministry and the Ministry of Finance, if considered necessary, for a decision.

17. Voting Powers

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

18. Management of the Society

The Society shall be managed by a three-tier structure with the Governing Council as the apex management body. The Management Board/AAC/F&A Committee at the Second level discharges the administrative, academic, technical and financial management responsibility of the Society under the overall guidance of the Governing Council.

19. FINANCES AND ACCOUNTS

- 19.1 **Properties and Funds vested in the Council:** The properties and funds of the Society vested in the Council shall consist of:
 - 19.2 Grants-in-aid released by the Government of India,
 - 19.3 Other grants, donations and gifts (periodical or otherwise).
 - 19.4 The income from properties and funds vested in the Council and fees, subscriptions and other annual receipts.
 - 19.5 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.
 - 19.6 Remuneration received through sponsored projects, consultancy, design, development, technology transfer, contracts etc.
 - 19.7 **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.
 - 19.8 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.
 - 19.9 **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.

- 19.10 **Payments:** Payments by or on behalf of the Society exceeding Rs.10000/- 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 all cheques for and upto Rs. 10,000/- shall be signed by either Head of the Finance Wing at Headquarters/Centre or by the Executive Director. Cheques over Rs. 10,000/- shall be signed jointly by Head of Finance Wing at Headquarters/Centre and Executive Director/Director.
- 19.11 **Endorsements:** All bills for payment shall bear an endorsement "Passed for Payment" and the endorsement shall be signed by an officer to whom the power has been delegated by the Executive Director / Centre Director.
- 19.12 **Permanent & Temporary Advances:** Permanent and temporary advances for cash payments shall be kept by any officer of the Society as authorised by the Executive Director or by an officer to whom the power has been delegated.
- 19.13 **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.
- 19.14 **Accounts & Audits :** 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.
- 19.15 The financial year of the Society shall be from 1st April each year to 31st March of the subsequent year.
- 19.16 The accounts of the Society shall be audited by such auditors as approved by the Council.

20. **DUTIES AND FUNCTIONS OF OFFICERS OF THE SOCIETY**

20.1 **Duties of the Executive Director :**

The Executive Director shall be the Chief Executive of the Society.

- 20.2 **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 in accordance with the Rules and Byelaws for the administration and management of the Society. In case of an emergency, he/she may take such actions as may be necessary and get such decisions ratified by the Council.
- 20.3 **Direction and control of the staff:** All members of the staff of the Society shall be under the general control of the Executive Director or an officer authorised by him, who may issue Standing Orders / Office Orders on various subjects, as necessary, from time to time.
- 20.4 **Annual Report:** The Executive Director shall submit the Annual Report and Audited Statement of Accounts of the Society to the Council in time each year.
- 20.5 **Duties and Responsibilities of the Directors:** The Director will be the Executive Head of the respective Centres 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.

20.5 **Duties and Functions of the other staff Members:** Duties and Functions of the officers and staff members will be decided by the Executive Director.

21. EXECUTION OF CONTRACTS ON BEHALF OF THE SOCIETY

21.1 Contracts with Chief Executive: All contracts between the Society and the Chief Executive shall be signed by the Chairman of the Board or any other person authorised by the Board for the purpose.

21.2 Contracts with others: All other contracts by or on behalf of the Society shall be signed by the Chief Executive or by an officer of the Society authorised by the Chief Executive. Contracts by or on behalf of a specific Centre of the Society shall be signed by the Head of the Centre or Head of Administration or by an officer of the Centre authorised by the Director

21.3. Attendance at scientific / Academic conferences

Members of the Board, Committee and staff of the Centre shall be allowed to attend scientific / academic conferences, seminar, workshop etc. and may be deputed for specialized training or for the work of the Centre with the approval of (i) the Chairman Governing Council in the case of the Executive Director and Director of Centre, and (ii) by the Executive Director or a member of the staff to whom the power has been delegated, in the case of others.

Members of the Committee, Board and the staff 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 members as deputed shall be entitled to draw salary, dearness pay and dearness allowances, and eligible for house rent, city compensatory allowances and other allowances etc.

21.3.1 Deputation Abroad

Deputation abroad for attending scientific / academic conference, workshop etc. by the Executive Director shall be approved by Chairman, Governing Council, while in the case of all other staff, it shall be by the Executive Director.

21.4 Contribution to professional / technical journals / periodicals.

Contributions to technical journals resulting from work carried on in the Society by members of the staff of the centre shall contain the Centre'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. Members of the staff of the Society may, with the prior permission of the Executive 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.

21.5 Intellectual Property Rights

21.5.1 Patents/Copyrights

All works of intellectual property nature whether in the form of reports, artistic work, charts, paper analysis, design, software or hardware or any other work under the Copyright Act and the Laws/Rules governing the Patent etc.; carried out by a employee shall be owned by the Society without exception.

21.5.2. 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 and in no way is concerned with the nature of a job.

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 work or activity involved in the society.

21.6 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.

21.7 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 a employee of his family shall be deemed to be a breach of this sub-rule.

21.8 Press, Publicity Coverage, etc.

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

21.9 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 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.

21.10 Official Language Implementation Act:

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

22. Delegation of Powers

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

23. Policy Manual/Standard Operative Procedure (SOP)

The policy manual/SOP spell out the administrative norms and procedure, service conditions, facilities and other information that the employees of the Society should be aware of.

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

24. Certified that this is a true copy of the bylaws of the Society as amended in the meeting of the Governing Council held on

- 1.
- 2.
- 3.

I certify the aforesaid signatures.

Gazetted Officer

5. SERVICE RULES

5.1 GENERAL CONDITIONS

1.1 Organisation

DOEACC Society is an Autonomous Body of Department of Information Technology, M/o Communications & Information Technology registered under the Societies Registration Act, 1860 in November, 1994, the objectives have been re-defined as under :*

- 1.1.1 To generate quality manpower and develop skilled professionals in the area of Information, Electronics and Communications Technology (IECT) and allied, by providing world class education & training and accreditation services.
- 1.1.2 To provide continuing support to learners and trainers through active design & development of innovative curricula and acquisition of contents, aligned with the dynamically changing IECT scenario.
- 1.1.3 To establish a quality system of examination and certification that is globally recognized providing a fair assessment of the competency of students.
- 1.1.4 To continue to implement the DOEACC Scheme for computer courses, jointly developed by AICTE and DIT in the Non-formal Sector of IT Education and Training.
- 1.1.5 To establish standards in the areas of IECT and to develop markets in the emerging areas.
- 1.1.6 To impart continuing Education for up-gradation of knowledge and skills, in view of high obsolescence in the area of IECT.
- 1.1.7 To provide entrepreneurship development programme in the area of IECT.

** The DOEACC Society was registered in November, 1994 and subsequently in December, 2002 RCC, Chandigarh; RCC, Kolkata and CEDTI Centres located at Aurangabad, Aizawl, Calicut, Gorakhpur, Imphal, Srinagar/Jammu and Tezpur/Guwahati were merged with the DOEACC Society.*

- 1.1.8 To develop and promote the culture of a market to encourage and nurture industry oriented design and development.
- 1.1.9 To purchase, lease, hire, exchange or otherwise acquire any movable or immovable property and the sell, lease, dispose off, exchange, invest and deal with bonds, moneys, Securities and all kinds of movable or immovable properties for all or any of the objectives for which the Society is established.
- 1.1.10 To levy and receive moneys in connection with the activities of the Society including grants/loans as and when received from the Government or from any other sources.
- 1.1.11 All the income, earnings, movable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits, or in any manner

whatsoever to the present Members of the Society or to any person claiming through any one or more of the present Members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profit, whatsoever, by virtue of his membership.

1.1.12 The Society will be a non-profit making Society & any excess of income or expenditure would form a Corpus fund, which would be utilized in furtherance of the objectives of the Society.

1.1.13 To do all such activities which are incidental/ancillary for achieving the objectives of the Society.

1.2. Short Title

These Rules may be called the revised **“DOEACC Staff Rules, 2004”**.

1.3 Definition

In these rules, unless there is anything repugnant to the subject or context, this should include the meaning of the terminology/authority as follows appearing in these rules.

- a. **“Administrative Ministry”** means the Department of Information Technology, Govt. of India
- b. **“Appointing Authority”** in relation to any post in the Society, means the authority competent to make appointment to that post
- c. **“Board”** means Management Board of the Society
- d. **“Centres”** means the Centres of DOEACC Society located at Aurangabad, Aizawl, Calicut, Chandigarh, Gorakhpur, Imphal, Kolkata, Srinagar/Jammu, Tezpur/Guwahati
- e. **“Chairman”** means the Chairman of the Governing Council of DOEACC
- f. **“The DOEACC Society”** means the “DOEACC Society”.
- g. **“Committee”** means the Executive Committee of the Centres
- h. **“Competent Authority”** means the authority indicated for various purposes in these Rules or any other Rules applicable or in force in the Society
- i. **“Council”** means the Governing Council of DOEACC
- j. **“Director”** means the head of the Centre
- k. **“Executive Director”** means the Chief Executive Officer
- l. **“Existing Employees”** means regular employees of DOEACC Society as on 14th December, 2002
- m. **“Government”** means the Govt. of India
- n. **“Society”** means the Autonomous Scientific Body of DIT
- o. **“Vice Chairman”** means the Vice-Chairman of the Governing Council of DOEACC and Secretary, DIT
- p. **“Year”** means the period of the twelve months beginning from the first day of April and ending on the thirty-first day of March of the subsequent year.
- q. **“Regular Employees”** means Employees appointed in graded scale of pay
- r. **“Contract Employees”** means employee appointed on a contract with the Society on consolidated remuneration for a specific project / activity.

1.4 Residuary conditions of service

1.4.1 The Council shall determine any matter relating to the conditions of service of the employees for which no provision is made in these rules. In exceptional circumstances, Executive Director may take decisions in consultation with Chairman

of the Council. All such matters should be placed before the Council at its next meeting for ratification.

1.4.2 These Rules and Regulations shall not affect adversely the service conditions already being enjoyed by the employees of the Society on the date of merger i.e. December, 14, 2002.

1.4.3 The decision of the Chairman, Governing Council shall be final in all matters of dispute arising out of these Rules.

1.5 Powers to relax

Notwithstanding anything contained in these rules, the Chairman, Governing Council may relax any of the provisions of these rules. Relaxation should, however, be in very exceptional and rare circumstances with reasoning to be recorded.

1.6 Interpretation

1.6.1 In the matter of interpretation of any rules/orders, the decision of the Chairman, Governing Council shall be final unless otherwise, specifically included in these rules. Any rule(s) / order(s) not included in the Staff Rules but applicable to the Administrative Ministry shall deemed to be applicable to the employees of DOEACC.

1.6.2 Notwithstanding, anything contained in these rules, the Governing Council shall be empowered to modify/alter any of the provisions of these rules on any matter subject to the condition that the same is not in contradiction to instructions issued by the Government from time to time.

1.7 Definition of Family

The family for the purpose of these rules shall be as defined in the Rules applicable to the employees of Govt. of India for various purposes.

1.8 Repeal and Saving

Any of the Provision(s) of these rules can be repealed by the Society with the approval of Governing Council

5.2 PAY & ALLOWANCES AND OTHER FACILITIES

5.2.1 Pay Scales

i) Member Technical Staff

Grades	Scales of Pay (in Rs.)	
ET 0	6500-200-10500	(Group 'B')
ET I	8000-275-13500	(Group 'A')
ET II	10000-325-15200	(Group 'A')
ET III	12000-375-16500	(Group 'A')
ET IV	14300-400-18300	(Group 'A')

ET V	16400-450-20000	(Group 'A')
ET VI	18400-500-22400	(Group 'A')
ET VII	22400-525-24500	(Group 'A')

ET stands for Executive Technical

II) Member Technical Support Staff

Grades	Scales of Pay (in Rs.)	
ST I	2650-65-3300-70-4000	(Group 'D')
ST II	3050-75-3950-80-4590	(Group 'C')
ST III	4000-100-6000	(Group 'C')
ST IV	5500-175-9000	(Group 'B')

ST stands for Support Technical

III) Member Administrative & Finance Staff

GRADES	SCALES OF PAY (in Rs.)	
EA 0	6500-200-10500	(Group 'B')
EA I	8000-275-13500	(Group 'A')
EA II	10000-325-15200	(Group 'A')
EA III	12000-375-16500	(Group 'A')
EA IV	14300-400-18300	(Group 'A')
EA V	16400-450-20000	(Group 'A')

EA stands for Executive Administration & Finance

iv) Member Administrative & Finance Support Staff

Grades	Scales of Pay (in Rs.)	
SA I	2650-65-3300-70-4000	(Group 'D')
SA II	3050-75-3950-80-4590	(Group 'C')
SA III	4000-100-6000	(Group 'C')
SA IV	5500-175-9000	(Group 'B')

SA stands for Support Administration & Finance

Note: Mere inclusion of the above grades does not mean that DOEACC has all these grades and posts.

5.2.2 Functional Designations

A uniform structure of functional designations for each post will be decided by the Executive Director as per the duties / responsibilities of the posts.

5.2.3 Other Allowances

Allowances like City Compensatory Allowances (CCA), Dearness Pay (DP), Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance, or any other allowance(s)/pay as notified by the Central Government shall be applicable to the regular employees of the Society.

5.2.4 Pattern of Emoluments and Revision

Revision of Pay and Allowances in the Government shall automatically apply to the Society. The benefits provided in these Rules shall be extended only to the regular employees of the Society.

5.2.5 Leased Accommodation facility

The facility of leased / self leased accommodation, in lieu of HRA, shall be applicable to the regular employees of the Society as per the guidelines issued by DIT as mentioned below and further amendments from time to time:

- i) The maximum limit upto which accommodation can be hired in A-1 class cities will not be more than 50% of the minimum of the pay scale of the officer concerned.
- ii) The maximum limit upto which accommodation can be hired in A-class cities will not be more than 40% of the minimum of the pay scale of the officer concerned.
- iii) For other places, the rent payable for hiring residential accommodation will not exceed 10% of the pay of the officer concerned plus the House Rent Allowance admissible at the respective station of posting at Central Government rates plus a margin of 5%.
- iv) Regarding maximum area including servant quarter, garage and room for office work, ceilings provided as that for Chief Executive will be as per guidelines issued by Government of India from time to time. For officers in the pay range of Rs. 10,000-14,299, the area ceiling will be 1400 sq.ft. and for the officers below this pay range, the ceiling will be fixed at 1100 sq.ft.
- v) Licence fee @ 10% of the pay will be charges where accommodation is hired and provided by the Society.

5.2.6 Leave Travel Concession

The facility to avail L.T.C. to “Home Town” and “Any where in India” shall be as per Govt. of India Rules, as amended from time to time.

5.2.7 Children Education Allowance/Tuition fee reimbursement

This will be paid as applicable to Central Govt. employees . In addition, Book Allowance @ Rs. 500/- per annum upto 10+2 (SSLC) standard and Rs 1000/- per annum above SSLC for each child limited to not more than two children, shall be re-imbursed on production of receipt.

5.2.8 Leave

Leave entitlement of the employees of the Society be governed by Central Government’s CCS Leave Rules 1972, as amended from time to time.

5.2.9 Medical Facilities

- i) Regular employees of the Society, who have been appointed on prescribed scales of pay shall be eligible for medical reimbursement benefits for treatment of self & dependent. In a year, the reimbursement will be limited to a maximum of one month basic pay plus DA & DP, at the commencement of the financial year (i.e. 1st April), based on a certificate from employees about incurring of expenditure.
- ii) In case of a person joining or leaving service during the financial year, the medical reimbursement will be limited to the proportionate amount of Basic Pay plus DA & DP proportionate to the length of service rendered during the year.
- iii) The regular employees of the Society shall be entitled to avail the facility of inpatient treatment in respect of self and their families in case of illness of serious nature necessitating such treatment. The treatment shall be availed in State/Central Government/recognized (general/specialized) hospitals or so recognized by the Society for its employees. Re-imburement of expenses incurred on such treatment by the employee, shall be governed as per the rules applicable to the employees of Govt. of India. In case of diseases like cancer, kidney, transplant, Tuberculosis, Heart diseases etc., the expenditure on recurring treatment duly recommended by a specialist will be treated as inpatient treatment. The limit of one month emoluments shall not be applicable in respect of inpatient treatment.

5.2.10 Membership of professional Bodies / Institutions

The officers of the Society in the regular scale of pay of Rs. 6500-10,500 and above are encouraged to participate in professional bodies/institutions in the field of their specialization. The Society shall reimburse membership fee limited upto 90% of the annual subscription for one National and one International professional body. Life membership is not allowed. The maximum amount that can be reimbursed on this account is limited to Rs. 10,000/- in a year.

5.2.11 Newspaper/Magazines facility at residence

Officers and staff of the Society shall be entitled for reimbursement, on production of bills, of the expenditure incurred by them on Newspapers/Periodicals as per actual amount spent subject to the limits given below:

1.	Chief Executive and Director of the Centre (Rs. 16,400-20,000 and above)	Rs. 1,000/- p.m.
2.	Officers in Pay Scale of Rs. 10,000-15,200 and above	Rs. 250/- p.m.
3.	Officers in the scale of Rs. 6,500-10,500 but less than Rs. 10,000-15,200	Rs. 200/- p.m.
4.	Other staff of Society	Rs. 100/- p.m.

Deduction @ 15% will be made out by admissible reimbursable amount on account of sale proceeds.

5.2.12 Telephone/Internet facility at residence

Chief Executive and Directors of the Centres (pay scale Rs. 16,400-20,000 and above) shall be provided with residential telephone with ISD/STD facility. Registrar, Head

(Administration) and Head (Finance) shall also be provided residential telephone with the approval of Executive Director with ceiling 650 calls per month plus rental charges/other service tax. Whereas, there will be no upper ceiling of the calls in respect of Chief Executive and Directors of the Centres. Other officers shall be provided telephone facility with the approval of Executive Director at the Headquarters and the Director for the officers of the Centres, keeping in view the functional requirements.

5.2.13 House Building/Motor Car/Scooter Advance

No long-term advance shall be paid to the employees of the Society. Employees shall be entitled for interest subsidy on loan taken by them from approved financial institutes/scheduled banks (financers). The amount of interest subsidy shall be the difference in the rate of interest being paid to the financers and the interest charged by the Central Government on respective type of loan/advance. The amount of loan shall be subject to ceilings provided in the Rules applicable to the employees of Central Government.

5.2.14 Canteen Facilities

The staff of the Society shall be provided subsidized canteen facility where the employees would be provided 75% subsidy on meals and 50% subsidy on tea/snacks. Where the canteen facility is not provided, the employees of the Society shall be paid @ Rs. 25/- per day for the officers in the pay scale of Rs. 6500-10,500/- and above & @ Rs. 15/- per day for others for each day of presence in office.

5.2.15 Contributory Provident Fund (CPF)

Employees of the Society shall be admitted either to Contributory Provident Fund under the Employees' Provident Fund Act, 1951 or CPF under Central Govt. Rules where the employees shall contribute a minimum amount as prescribed by the Law and a like amount shall be contributed by the Society as Employer's contribution. Other employees engaged on contract basis shall be covered under the CPF Rules from time to time. The Society 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. In case of new entrant or contract employees, such personnel shall only be enrolled with Contributory Provident Fund under Govt. of India Rules.

5.2.16 Gratuity

Gratuity Scheme as per Central Government Rules shall be applicable to the employees of the Society. However, as the revised Rules of the Society can not be inferior to the existing rules, the employees of DOEACC Scheme shall continue to be covered under the existing Gratuity Scheme as on 14.12.2002 i.e. one month emoluments (pay + DP + DA) for each completed year of service.

5.2.17 Leave Encashment

Employees of the Society shall be entitled to encash Earned Leave on retirement/resignation/availing LTC as per Rules applicable to Central Government employees from time to time.

5.2.18 Group Insurance Scheme

The Society shall formulate a similar scheme as the Central Govt. Group Insurance Scheme in association with any of the State Insurance Companies. The contribution to the Scheme shall be borne by the Society for those employees who are getting benefit prior to merger.

5.2.19 Non-Productivity Linked Bonus

The regular employees of the Society shall be entitled to Non productive Linked Bonus as applicable to the employees of the Govt. of India.

5.2.20 Over Time Allowance

Over Time Allowance as per Central Govt. Rules will be made applicable to the employees of the Society. However, in exceptional cases the ED can relax the provision keeping in view the exigency and where the targets are time bound.

5.2.21 Incentives for attaining professional qualification(s)

2.21.1 The Society shall encourage the members to pursue higher studies and research leading to better academic qualifications. However, it may be understood and appreciated that the Society is very rigidly time-bound mission where over-run in terms of time would not be sustainable. In character, the Society is entirely different from any other R&D organization where one may not be able to pursue work leading to Ph.D. or similar qualification on an exclusive basis and at the same time concentrate on a time-bound mission as well.

2.21.2 Permission for higher studies through correspondence or on a part time basis shall be granted by the Chief Executive/Executive Director/Head of the Centre at his discretion based on the utility of the course and its applications to the job of the members of the staff. At any time a maximum of 2% of the strength of the cadre would be allowed register for higher studies on a very selective basis.

2.21.3 Request for registration for higher studies should normally be made on or after the applicant has put in five years of continuous service with recognized contribution and has accomplished the task assigned to him.

2.21.4 Those intending to register for the higher studies like the Ph.D must have demonstrated their research aptitude and ability through the publication of papers in the leading national/international journals on the basis of the work done in the Society.

2.21.5 The topic of the higher studies should have direct relevance to and an impact on the objectives of the Society.

2.21.6 With an unfinished Mission Task on hand, no long-term leave would be admissible to enable one to work on the higher studies or the research or the completion of the thesis.

2.21.7 Mere permission for higher studies would not automatically be a criteria for getting the leave for preparation etc.

2.21.8 Incentive for acquiring higher qualification

Employees of the Society shall be sanctioned incentive for acquiring higher qualification useful in the discharge of higher official work. The following are the scales of incentive admissible on acquiring the prescribed qualifications without effecting the date of next increment in the grade:

S.No.	Qualification	Incentive
1.	Degree in Engineering or equivalent in the respective disciplines viz. Electrical & Electronics, Electronics & Communications, Computer Science & Engineering, Applied Electronics, Instrumentation & Control, Electronics & Instrumentation, MCA, Electronics & Instrumentation, Instrumentation, Electronics & Telecommunications, Instrumentation & Process Control, Instrumentation & Electronics Engineering, Information Science & Engineering	Two Increments
2.	Postgraduate degree or equivalent in Engineering in respective discipline viz. Engineering Design, Computer Integrated Manufacturing, Control Systems, Applied Electronics, Communication Systems, Computer Science & Engineering, Thermal Power Engineering, Power Systems Engineering, Power Electronics & Drives, Laser & Electro Optical Engineering, Remote Sensing, Digital Systems, Software Engineering, Analysis & Design of process	Three Increments
3.	Ph.D. in the field relevant to the functions of the Employees of the Society	Three Increments
4.	Diploma or equivalent in Computer Science/Computer Applications/Information Technology relevant to the functions of the employees of the Society	One Increment
5.	P.G. Diploma in Computer Science/Computer Applications/Information Technology relevant to the functions of the Employees of the Society	Two Increments
6.	Degree in Computer Science/Computer Applications/Information Technology relevant to the functions of the employees of the Society	Two Increments
7.	Postgraduate Degree in Computer Science/Computer Applications/Information Technology relevant to the functions of the Employee of the Society	Three Increments
8.	PG Diploma in Materials Management from Institute/University/Deemed University, etc. recognized by the All India Council for Technical Education/ Government of India	Two Increments
9.	<p>A) On passing intermediate/part-I Examination of the Institute of Chartered Accountants of India, Cost & Works Accountants of India/Institute of Chartered financial Analysis of India/Institute of Company Secretaries of India</p> <p>B) On passing Final Examination of Institute of Chartered Accountants of India/Cost & Works Accountants of India/Institute of Chartered Financial Analysts of India/Institute of Company Secretaries of India</p>	<p>One Increment</p> <p>Two Increments</p>
10.	Multi Skill Diploma in relevant fields	One Increment

2.21.9 Guidelines

- a) Incentive shall be considered only if the higher qualification will make the official more effective in the present or next higher assignment.
- b) The quantum of incentive shall be one time and recurring in nature and shall be based on qualification attained.
- c) Official acquiring the higher qualification by taking study leave or sponsored by the Society/Centres, are not eligible for the incentive.
- d) The incentive is admissible only for the higher qualification acquired after induction into service.
- e) The incentive is not admissible for the qualifications, which are laid down as essential or desirable in the Recruitment Rules for the posts.
- f) Government's guidelines and additional increment for passing of Hindi Examinations will also be admissible.
- g) Members will continue to be governed by the existing policy of Promotion. Acquired additional qualification may be given due weightage during review.
- h) Where the higher studies have been sponsored by the Society the employee shall have to work for a minimum period of two years after he has acquired such qualification. In case he fails to do so, he shall reimburse the cost so incurred by the Society upon his such higher qualification.
- i) Any decision of the Executive Director/Director, as the case may be, shall be final and binding on one and all.

5.3 SERVICE CONDITIONS

5.3.1 Appointment

All appointments will be made either on contract or on deputation basis only for a period of **five** years against sanctioned posts on graded scale of pay. On completion of the period, the contract can be further extended based on the performance. Cases of renewal of contract shall be considered on the recommendation of the concerned Head of the Centre/HOW at Headquarters.

5.3.2 Probation

A person appointed on contract for Technical and non-Technical posts under direct recruitment shall be placed on probation for a period of one year 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. Non completion of probation period continuously for two years shall be liable for termination of contract without any notice. The probation shall stand successfully completed on issue of orders in writing.

5.3.3 Resignation

- (i) Temporary employees i.e. during probation period or extended period of probation may resign giving one month's notice in lieu thereof one month emoluments i.e. Pay+DA+DP and as provided under terms and conditions of his appointment. DOEACC may also terminate the service giving one month's notice or in lieu thereof payment of one month's emoluments.
- (ii) The regular employee may resign from DOEACC by giving three month's notice or three months' emoluments thereof. The Society may also terminate/remove services of a regular employee by giving three month's notice.
- (iii) The Society may also accept on/three months pay or adjust balance EL in credit in lieu of notice period in case of resignations.

3.4 Appointment on Contract for Specific Assignment/Project

The Executive Director/Director shall be competent to engage a person on contract for sponsored/short term projects/schemes etc. for a specific duration. Persons appointed on contract basis will be paid consolidated emoluments. The emoluments and terms of appointment shall be settled in advance between DOEACC and the incumbent.

Directors of the DOEACC Centres can also engage persons on contract basis for a period not more than 6 months duration in the technical and administrative support staff category.

The period of contract will normally be not exceeding six months for engagement of persons on emergent needs. However, the period of contract in regard to persons appointed to complete a specific Project, shall be co-terminus with the project.

3.5 Engagement of Consultants

The DOEACC Centres may engage consultants in exceptional circumstances and on merits of each case with the approval of Executive Committee and in the case of DOEACC HQ, with the approval of Management Board. However, Government's instructions on the subject shall be strictly followed.

3.6 Superannuation

- (i) The age of superannuation for all the regular employees shall be as per Central Government Rules on the subject as amended from time to time.
- (ii) The employees appointed on contract against sanctioned post on graded scale of pay will also continue as per Central Government Rules on the subject, as amended from time to time.

3.7 Transfer/Posting of Employees

Every employee of the Society is liable to be posted at the discretion of Executive Director to serve at any of the other offices/Centres of the Society in India or Abroad keeping in view the expertise of an individual required at a particular Centre/location, and purely in the interested of the Society. Transfer of an employee on his/her s own request shall be subject to the conditions that he/she will be junior most in the cadre of the Centre where he is transferred.

3.8 Working hours

All Centres/Headquarters of DOEACC will work atleast 40 hours per week. Normally Working Hours will be from 9.00 a.m. to 5.30 p.m. with Saturdays and Sundays being holidays. However, in case of Centres located in North East Region, the working hours may be decided keeping in view the geographical condition but total working hours in week shall not be less than 40 hours.

3.9 Attendance

Attendance shall be marked daily according to the methods prescribed from time to time. Computerised punching attendance system may be introduced to regulate the attendance of employees as far as possible. Employees are required to take permission from their reporting officer for being absent from the station. In case of emergent situations where such approval can not be taken, employee shall inform their reporting officer at the earliest opportunity.

3.10 Holidays

The Society shall observe holidays as per Central Govt. orders.

3.11 Grievances

The Society shall have an open door policy to address the grievances of the members of staff at all levels as per the guidelines issued by the Administrative Ministry.

3.12 Discipline & Appeal Rules

- (i) CCS (CCA) Rules of Central Govt. shall mutatis-mutandis be applicable to all the employees of the DOEACC.
- (ii) **Disciplinary Authority** : Appointing Authority shall be the Disciplinary Authority.

3.13 Conduct Rules

- (i) Conduct Rules of Central Govt. shall mutates-mutandis be applicable to all employees of DOEACC Society.
- (ii) The prescribed authority under various provisions of Conduct Rules shall be as below:

A	For employees appointed with the approval of Government	Chairman/Vice Chairman, Governing Council
B	Other Officers of Centre & employees of Hqrs.	Executive Director
C	All other employees	Respective Head of Centre

3.14 Confidential Reports

- (i) Annual Confidential Reports to be written for all categories of Groups 'A', 'B', 'C' & 'D' employees, term contract officers, and Annual Performance Report of Group 'D' employees.
- (ii) ACRs in respect of all level of Officers/employees of the DOEACC Society will be written on Calendar Year Basis – 1st January to 31st December every year.
- (iii) ACRs of the Chief Executive shall be kept and maintained by the Administrative Ministry and ACRs in regard to Heads of DOEACC Centres shall be maintained at DOEACC HQ.
- (iv) Annual Confidential Reports (ACRs) of employees will be written by immediate reporting officer and reviewed by the next superior officer in the channel or any other officer as given hereinafter.

Guidelines regarding reporting/reviewing of ACR's

Level of Officers (Reporting and Reviewing) for writing ACRs shall be as follows:

	<u>Level</u>	<u>Reporting Officer</u>	<u>Reviewing Officer</u>
i)	ED, DOEACC	Secretary, DIT	Chairman, Governing Council
ii)	Director	ED, DOEACC	Vice Chairman, DOEACC
iii)	a) HOD/HOW at HQ b) Other Officers	ED, DOEACC HOD/HOW	ED, DOEACC ED, DOEACC
iv)	Administrative Officer Admn- cum-Finance Officer of Centres	Director	ED, DOEACC
v)	HoDs (in the scale of pay of Rs. 10,000-15,200 and above)	Director	ED, DOEACC
vi)	All other Officer/ at the Centre level Staff	Respective Controlling Officer	Director

5.4 RECRUITMENT RULES & PROMOTION POLICY

(Under Finalization)

5.4.1 Classification of Posts

All posts in the Society shall be classified as under:

S.No.	Description of Posts	Equivalent To
1.	MEMBER SUPPORT STAFF ET-VII Rs. 22400-525-24500 ET-VI Rs. 18400-500-22400 ET-V Rs. 16400-450-20000 ET-IV Rs. 14300-400-18300 ET-III Rs. 12000-375-16500 ET-II Rs. 10000-325-15200 ET-I Rs. 8000-275-13500 ET-0 Rs. 6500-200-10500	Group 'A' Group 'A' Group 'A' Group 'A' Group 'A' Group 'A' Group 'A' Group 'B'
2.	MEMBER SUPPORT STAFF ST-IV Rs. 5500-175-9000 ST-III Rs. 4000-100-6000 ST-II Rs. 3050-75-3950-80-4590 ST-I Rs. 2650-65-3300-70-4000	Group 'B' Group 'C' Group 'C' Group 'D'

3.	MEMBER ADMINISTRATIVE & FINANCE STAFF EA-V Rs. 16400-450-20000 EA-IV Rs. 14300-400-18300 EA-III Rs. 10000-375-16500 EA-II Rs. 10000-325-15200 EA-I Rs. 8000-275-13500 EA-0 Rs. 6500-200-10500	Group 'A' Group 'A' Group 'A' Group 'A' Group 'A' Group 'B'
4.	SA-IV Rs. 5500-175-9000 SA-III Rs. 4000-100-6000 SA-II Rs. 3050-75-3950-80-4590 SA-I Rs. 2650-65-3300-70-4000	Group 'B' Group 'C' Group 'C' Group 'D'

4.2 Agreement

Every Officer of the Society shall accept in writing the terms and conditions of his/her appointment before joining the Society.

4.3 Reservation in Recruitment

Government orders from time to time on Reservation for SC/ST/OBCs etc. shall be followed .

4.4 Mode of Recruitment

Recruitment to the various posts on direct recruitment on contract basis or on deputation basis shall be made as per the provisions in Recruitment Rules of the Society.

4.5 Procedure for Direct Recruitment on contract basis in regular scale of pay

The following procedure shall be followed for filling up vacancies under Direct Recruitment in Group 'A' and 'B' :-

a. Screening Committee : Applications received for various posts shall be screened by a Screening Committee consisting of 3 members constituted by the Executive Director / Director. The applications for the post of Director in the pay scale of Rs. 18,400-500-22,400/- in the Centres will be screened by a Screening Committee consisting of three members constituted by the Chairman, Governing Council, DOEACC. The Chairman of the committee will be at least one level above the level of other members. The Screening Committee will recommend candidates to be called for interview based on bench marking guidelines to be decided by the Screening Committee.

b. Selection Committee : The Selection Committee shall be constituted with the approval of Appointing Authority. The selection shall be made on the basis of personal interview and any other method the Selection Committee may adopt where there is no laid down method. However, in cases where appointing authority is Government, composition of Selection Committee is to be approved by Administrative Ministry.

(i) Composition of Selection Committee for Group 'A' or equivalent Posts

Composition of Selection Committee shall be as per Recruitment Rules attached.

c. Appointing Authority for Various categories of posts in DOEACC and its Centres would be as follows:

Sl. No.	Category of the Post	Appointing Authority
01.	Executive Director/Director(in the scale of Rs. 18,400-22,400 and above)	Govt. of India
02.	All posts maximum pay scale of which is 20,000/-	Executive Director
03.	Group 'A' posts other than those mentioned in 1 above	Executive Director
04.	Group 'B' & 'C'	Director of the Centre/Executive Director in case of Headquarter Admn. Officer of the
05.	Group 'D'	Centre/Registrar in case of Headquarter

4.6 Age

(i) Maximum/ Minimum age limit would be as per DOEACC Recruitment Rules for various categories of posts.

(ii) Relaxation in age to SC/ST/OBCs and ex-defence personnel would be given as per instructions issued by government from time to time .

4.7 Medical Examination

4.7.1 Basic Requirement

Every person appointed on contract in graded scale of pay shall be required to produce a Medical Certificate of Health issued by a Competent Medical Authority as follows:

Sl. No.	Group of Posts	Medical Authority
01.	Group 'A' & 'B' equivalent	Medical Board
02	Group 'C' & 'D' equivalent	Civil Surgeon or District Medical Officer or a Medical Officer of equal status.

4.7.2 No Medical examination will be necessary in the following cases

- (i) A person appointed purely on adhoc/contract basis on consolidate emolument.
- (ii) A person appointed on deputation

4.7.3 Temporary Unfit

Candidate declared as temporary unfit for appointment on contract in regular scale of pay for a brief period, will be re-examined by the medical authority as prescribed above and would be allowed to join provisionally for a period of three months only.

4.8 Appeal against adverse findings

The Society will not accept any appeal against the findings of a Medical Authority or Board.

4.9 Verification of Character & Antecedents

i) Verification of character and antecedents shall be pre-requisite condition for all candidates appointed on contracted basis in regular scale of pay. To avoid delays, provisional appointment letter may be issued. However, for verification of character and antecedents, certificates given by two references mentioned by the selected candidates will form the basis and attestation by the candidate should be signed by the Notary/Gazetted Officers/MPs/SDMs/Principal/Head of Institution.

ii) No verification shall be required for appointment on deputation basis.

iii) An entry to the effect that Character and Antecedents have been verified shall be recorded in the Service Records of the employee under the signatures of the Competent Authority.

4.10 Pay Fixation.

This will be as per Central Govt. rules.

4.11 Recruitment/Promotion Policy

4.11.1 S&T Personnel (Group 'A' or equivalent) Rules as appended

4.11.2 Non-S&T Personnel

Rules as appended available at Annexure

4.12 Obedience to Rules & Regulations

During the period of his/her service, every employee shall observe, obey, and abide by the Rules of the Society and the Bye-laws made from time to time, and all standing orders passed by the Executive Director/Director.

4.13 Specific Work

Every employee shall perform such duties as may be entrusted to him/her and shall, to the best of his/her ability, carry out the lawful directions of the Council, of the Executive Director, or of any other person to whose authority he may be subject, according to the Rules and Bye-laws of the Society and the standing orders of the Executive Director/Director.

5.5 T.A. RULES

5.1 The T.A. Rules of DOEACC are as follows :

5.2 Grades of Staff in DOEACC

- (i) Rs. 16,400/- and above
- (ii) Rs. 8,000/- and above but less than Rs. 16,400/-
- (iii) Rs. 6500/- and above but less than Rs. 8,000/-
- (iv) Rs. 4100/- and above but less than Rs. 6500/-
- (v) Less than Rs. 4100/-

5.3 Entitlement of Journey

Pay Range	Entitlement
Rs. 16,400/- and above	: AC First Class/Air/Highest Class in Bus
Rs. 8000/- and above but less than Rs. 16,400/-	: Ist Class/II AC 2-Tier Sleeper/Highest in Bus
Rs. 6500/- and above but less than Rs. 8000/-	: Ist Class/ II AC III-Tier Sleeper/AC Chair Car*/Highest class of Bus other than AC
Rs. 4100/- and above but less than Rs. 6500/-	: Ist Class/ II AC III-Tier Sleeper/AC Chair Car*/Actual fare by any type of Public Bus other than AC Bus
Below Rs. 4100/-	: Second Sleeper/ordinary Public Bus only

* All employees who are entitled to travel on tour/transfer by First Class/II AC III-Tier Sleeper/AC Chair Car may, at their discretion, travel by II AC 2-Tier Sleeper where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

Travel by Rajdhani Express Trains :

Pay Range	Entitlement
Rs. 16,400/- and above	: AC First Class
Rs. 8000/- and above but less than Rs. 16,400/-	: II AC 2-Tier Sleeper
Rs. 6500/- and above but less than Rs. 8000/-	: AC Chair Car*

* Travel by AC III-Tier Sleeper will be permissible in trains in which AC Chair Car accommodation is not provided.

Travel by Shatabdi Express Trains :

Pay Range	Entitlement
Rs. 16,400/- and above	: Executive Class
All other drawing pay below Rs. 16,400/-	: AC Chair Car*

5.4 Rates of Daily Allowances

Pay Range (1)	Localities other than those mentioned in Columns (3), (4) & (5) (2)	B-I Class cities and expensive localities* (3)	A Class cities and specially expensive localities* (4)	A-1 Class cities (5)
Rs. 16400/- and above	Rs. 135	Rs. 170	Rs. 210	Rs. 260
Rs. 8000/- and above, but less than Rs. 16400/-	120	150	185	230
Rs. 6500/- and above but less than Rs. 8000/-	105	130	160	200
Rs. 4100/- and above but less than Rs. 6500/-	90	110	135	170
Below Rs. 4100/-	55	70	85	105

5.5 The rates of Daily Allowance for staff when they stay in a hotel :

- (a) Members of the Governing Council, Executive Committee, Director General and Directors will be paid actual expenses for stay in 4-Star Hotel.
- (b) All staff members drawing basic pay of Rs. 8000/- and above will be paid actual lodging expenses for stay in 3-Star Hotel other than deluxe and semi-deluxe room. The daily allowance will be restricted to $\frac{3}{4}$ of the rates as mentioned at the table above.
- (c) Staff of category III and IV (Basic pay of Rs. 4100/- and above) will be paid actual lodging expenses for stay in 2-Star Hotel other than deluxe and semi-deluxe room. The daily allowance will be restricted to $\frac{3}{4}$ of the rates as mentioned at the table above.
- (d) Staff of category V will be paid lodging expenses as per the Govt. of India rules on the subject.

5.6 The entitlement of journey by sea of the officers/staff of DOEACC will be governed by the orders of the Government of India

Note: The employees deputed for project work/temporary transfer will be entitled for charges of hotel accommodation at the rates prescribed by Government of India from time to time.

5.7 Local Conveyance

Expenses incurred on local conveyance while on tour shall be admissible as shown below:

- Director General, Directors, Members of
of the Governing Council, Executive Committee - Actual expenses
- Grade I & II - Actual expenses incurred on hiring of taxi or any other of conveyance duly supported by Registration number of taxi and details of journey subject to maximum of two D.A.'s eligible at the place of visit per day. In exceptional cases, Director will have powers to sanction actual expenditure even beyond the limit prescribed.
- Grade III, IV and V - Actual expenses incurred on local conveyance on any mode of conveyance other than taxi duly supported by Registration number of Auto Rickshaw subject to maximum of one D.A. eligible at the place of visit per day. In exceptional cases, Director will have powers to sanction actual expenditure even beyond the limit prescribed.

5.8 Foreign Travel

- (i) Cases of Foreign tours/visits in regard to ED, DOEACC will require the approval of Minister-in-charge/Chairman, Governing Council and for other officers of the Society including Head of the Centres will require the approval of Secretary, DIT.
- (ii) TA/DA including Hotel charges on foreign visit shall be as per Government orders/guidelines as amended from time to time. However, hotel charges will be paid on actual basis or as per the entitlement as fixed by Indian Embassies in the respective countries for equivalent grade officers in government.

5.9 T.A. on Transfer/Retirement

T.A. on transfer/retirement etc. and joining time shall be regulated as per Government Rules/orders issued from time to time.

6. BUDGET ESTIMATES 2005-06

6.1 BUDGET ESTIMATES FOR THE YEAR 2005-06 THE CENTRE

Sr. No.	Particulars	Amount <i>Rs. In Lakh</i>
1	Income	
1.1	Income from Conduct of Long Term	29.20
1.2	Income from short Term Courses	35.80
1.3	Income from DOEACC Scheme	33.50
1.4	Income from Services.	2.00
1.5	Income from Projects	20.00
1.6	Support from Govt. of India	0.00
1.7	Other Income	12.50
	Total	133.00

2	Expenditure	
2.1	Employee's Compensation	105.00
2.2	Expenditure on Projects	105.19
2.3	Expenses on DOEACC Scheme	1.00
2.4	Software Development Expenses.	0.00
2.5	Rent, Taxes, Insurance, repairs & Maint.	15.00
2.6	Traveling Expenses	4.79
2.7	Advertisement & Publicity	6.95
2.8	Provisions	3.00
2.9	Office & Misc. Expenses.	43.37
2.10	Expenditure on CCU	1.70
	Total	286.00
3	Depreciation	75.00
4	Cash Surplus/(Deficit) before Grant-in-Aid and Depreciation	(228.00)
5	Grant-in-Aid (Non Plan)	22.00
6	Cash Surplus/(Deficit) after Grant in-Aid and Depreciation	(206.00)

BUDGET ESTIMATES FOR THE YEAR 2005-06 FOR CAPITAL EXPENDITURE OF THE CENTRE

Sr. No.	Particulars	Amount Rs. In Lakh
1	Ongoing Projects	27.30
1.1	Proposed Projects	0.00
	Land Development and Building	21.00
	Books and others	5.50
	Furniture and Fixture	11.20
	Equipment	0.00
	Others	
	Total	65.00

6.2 Allocation of GIA (Plan) of Rs. 65.00 lakhs for 2005-06

(Rs. in Lakh)

Sr. No.	Activities	Amount
1	Ongoing /proposed Projects	27.30
2	Land Development and Building	21.00
3	Books and other	5.50
4	Furniture and Fixture	11.20
5	Equipment	0.00
6	Others	
	Total	65.00

Allocation of GIA (Non-Plan) of Rs. 22.00 lakhs for 2005-06

The GIA (Non-Plan) of Rs. 22.00 lakhs has been allocated to the Centre by the Headquarter for compensating the Centre to meet the deficit in the recurring expenditure for 2005-06 as under:-

Particulars	Amount
Grant-in-Aid	22.00

7. Delegation of Powers

7.1 Governing Council /Management Board / Executive Director / Executive Committee / Director / Regional Director

Sl No	Subject matter	Governing Council	Management Board	Executive Director	Executive Committee	Director / Regional Director
1	To receive financial contributions from abroad	Full powers - subject to approval of administrative ministry.	-	-	-	-
2	Approval for deputation / training abroad in respect of Chief Executive of the Society	Full powers subject to approval of Administrative Ministry	-	-	-	-
3	Approval of MOUs / Contract agreement with foreign parties for achievement of objectives of the society	-	Full power subject to approval of Govt.	-	Full powers - in respect of MOU to be entered by the centre- Subject to the approval of Govt.	-

4	Procurement of land and construction of buildings	-	Full power subject to approval of Govt.	-	-	-
5	Creation of Posts	Full powers provided the post created is approved either in SFC / EFC / PIB or by the Govt. of India	-	-	-	-
6	Powers to create temporary posts on consolidated pay in connection with self-supporting projects	-	-	Full Powers. The posts created will be co-terminus with the Project	-	Full Powers. The posts created will be co-terminus with the Project
7	Abolition of Post	Full Powers on recommendations of Managing Board	-	Full Powers in respect of posts created under SI No- 6.	-	Full Powers in respect of the posts created under SI No- 6
8	Appointment of Executive Director/Head of Unit in scale of pay of Rs 18400-22400 and above	Full Powers: Appointments against posts in pay scales the maximum of which is Rs 22400/- and above will need prior approval of Govt. of India.	-	-	-	-
9	To make appointments against sanctioned posts, other than mentioned at serial no- 8	Full Powers:	Full powers except appointment to posts equivalent to Group 'A'	Full Powers for appointments in posts equivalent to Group B,C and D.	-	Full powers for posts equivalent to Group 'B','C' and 'D'
10	To Engage persons against temporary posts of research personnel sanctioned on consolidated pay in connection with self supporting projects	-	-	Full Powers for appointment as per approved scheme. The appointments will be co-terminus with the project.	-	Full Powers for appointment as per approved scheme. The appointments will be co-terminus with the project.
11	To approve scale at which honorarium is	-	-	Full powers within policy	-	Full powers within policy

	paid to visiting professionals and members of Committees who are not employees of the Society			guidelines issued on the subject.		guidelines issued by govt.
12	To approve consolidated remuneration payable to research personnel engaged for duration of project	-	-	Full powers within policy guidelines issued on the subject from time to time.	-	Full powers within policy guidelines issued on the subject from time to time
13	To approve budgets for sponsored projects	-	Full Powers	Up to Rs 2 Crore	Full Powers upto Rs 5 Crore in each case*	Up to Rs 1 Crore
14	Expenditure on Printing.	-	Full Powers:- Above Rs 20 Lakh in each case-	Full Powers:- Up to Rs 10 Lakh in each case	Full powers:- Up to Rs 20 Lakh in each case*	Full powers:- Upto Rs 5 lakh in each case
15	Re- appropriation of funds within each category viz. Capital and Revenue	-	-	Full Powers	-	Full Powers ,on recommendat ion of EC
16	Declare stores including office equipments as unserviceable and to approve their mode of disposal	Full Powers	Full Powers:- Upto depreciated value of Rs 2 Lakh in each case	Full Powers :- Upto depreciated value of Rs 1 Lakh in each case	Full Powers:- up to depreciated value of Rs 1.5 lakh in each case*	Full Powers Upto depreciated value of Rs 0.50 Lakh in each case
17	Write –off of loss on account of disposal of unserviceable /Obsolete materials, stores furniture, equipments etc.	Full Powers	Full Powers Upto depreciated value of Rs 2 Lakh in each case	Full Powers Upto depreciated value of Rs 1 Lakh in each case	Full Powers up to depreciated value of Rs 1.5 lakh in each case*	Full Powers Upto depreciated value of Rs 0.50 Lakh in each case
18	Write -off irrecoverable loss due to theft frauds or negligence of individuals.	Full Powers:- Where original value of each item exceeds Rs 1 Lakh	Full Powers:- Where original value of each item exceeds Rs 0.50 Lakh and Upto Rs 1 Lakh in each case.	Full Powers where original value of each items does not exceeds Rs0.10 Lakh. All Cases to be reported to MB	Full Powers:- Upto Rs 0.50 Lakh in each case*	Full Powers where original value of each items does not exceeds Rs0.05 Lakh All Cases to be reported to EC
19	Write of loss not due to theft frauds or negligence of individuals.	Full Powers:- Where original value of each item exceeds Rs 1 Lakh	Full Powers:- Where original value of each item exceeds Rs 0.50 Lakh and	Full Powers where original value of each items does not exceeds Rs0.10 Lakh. All Cases	Full Powers:- Upto Rs 0.50 Lakh in each case*	Full Powers where original value of each items does not exceeds Rs0.05 Lakh

			Upto Rs 1 Lakh in each case.	to be reported to MB		All Cases to be reported to EC
20	Write - off loss of revenue or irrecoverable loans and Advances.	Full Powers	Upto Rs 0.50 Lakh in each case.	Full Powers:- Up to Rs 0.10 Lakh in each case	Full Powers:- Upto Rs 0.20 Lakh in each case*	Full Powers:- Upto Rs 0.05 Lakh in each case
21	To depute employees training in India for a period exceeding 1 year	-	Full Powers	Full powers. Cases beyond 1 Year with approval of GC.	-	Up to 3 Months. – Full Powers
22	Administrative approval for works included in the Budget	Full Powers	Full Powers :- Upto Rs 2 Crore	Full Powers :- Upto Rs 25 lakh in each case.	Full Powers :- Above Rs 50 lakh in each case, upto Rs 1 crore*	Full Powers:- Up to Rs10 Lakh in each case.
23	Technical sanctions to detailed estimates	Full Powers	Full Powers	Full powers as per the Administrative Approval	Full Powers:- For cases Above Rs 50 Lakh but below Rs 1 crore, within the administrative approval	Full powers as per the Administrative approval.
24	Excess of expenditure over administrative approval	Full Powers	Full Powers:- Upto 10% of Serial No- 20	Full powers Up to Original Approval	Up to Limits of Original Approval	Full powers Up to Original Approval
25	Excess over estimates	Full Powers	Upto 10% of Project cost, As per Powers for Administrative Approval at serial no- 23 above	Up to Limits of Original Approval	Up to Limits of Original Approval	Up to Limits of Original Approval
26	Grant of extension of time of contracts including reduction, waiver of penalties stipulated in the contract, with a provision to deny any increase in price under the price variation clause	Full Powers	Full Powers:- For contracts Upto the value of Rs 2 Crore	Full powers without reduction or waiver of penalty and upto Rs 50 Lakh where extension of time is with reduction or waiver of penalties. Reasons to be recorded in writing.	Full Powers:- For contract Upto the value Rs 1 crore in each case*	Full powers without reduction or waiver of penalty and upto Rs 10 Lakh where extension of time is with reduction or waiver of penalties. Reasons to be recorded in writing.

27	Grant of higher pay /additional increments on appointment as per rules	Full Powers:- Subject to the recommendation by the selection committee. In respect of appointment s vide serial no - 8 above	-	Full powers:- In respect of Posts vide serial no - 9. Subject to the recommendation by the selection committee	-	Full powers:- In respect of Posts vide serial no - 9. Subject to the recommendat ion by the selection committee
28	Approve policy for selection of users for sharing the facilities of the society.	Full Powers	Full Powers	-	-	-
29	Authorise borrowing of funds from other agencies	Full Powers	Upto 1 Crore	-	-	-
30	Approve guidelines to set up joint ventures, alliances and such other mechanisms as to full exploit and develop markets for technologies/products developed by the Soceity.	Full Powers:- On recommendation of MB	-	-	-	-
31	Approve guidelines to Institute stipends, scholarships, associate-ships and fellowships to outstanding students and researchers in the areas of interest to the Society.	-	Full powers	-	-	-
32	Approve proposal to install and operate pilot, proto-type or semi-scale units to develop and prove a particular invention or innovation and ensure production from such inventions or innovations, to sell or otherwise dispose of the products of such inventions on payment or otherwise	-	Full powers	-	-	-
33	Approve proposal to	-	Full powers	-	-	-

	Promote and assist ancillary research centers in the country in the development of systems, sub-systems, equipment and software to build an appropriate technological and application base in the country					
34	Approve guidelines to provide maximum incentives for individual inventors, and to scientific and technological community, to undertake large scale and rapid commercialization, in India or abroad with regard to Patents, Copyrights and other forms of Intellectual Property	-	Full powers	-	-	-
35	Approve proposal to borrow or raise money or to receive money on deposit, at interest or otherwise towards furthering the objects of the Society.	-	Full powers	-	-	-
36	Approve guidelines to establish and maintain provident and other funds through appropriate mechanism as required for the purposes of the Society	-	Full powers	-	-	-
37	Allocation of funds to centers on loan without interest out of surplus of the Society.	-	Full powers	Full Powers- upto Rs 25 lakh in each case.	-	-
38	Approve guidelines to Encourage and attract competent people from within	-	Full powers	-	-	-

	the country as well as expatriate Indians abroad and others to consult and participate in the activities of the Society.					
39	Approve procedures to facilitate and enable smooth functioning of the Society and its various activities including matters relating to HRD, finance, purchase, administration, etc.	-	Full powers	-	-	-
40	Approve general guidelines to Fix charges for services rendered by the Society including manpower charges, usage charges of facility created by the centre, methodology for arriving at project cost, terms and conditions for transfer of technologies, rate at which royalty to be collected etc.	-	Full Powers	-	-	-
41	Opening New Units or Offices of the Society at new locations	Full Powers with prior approval by Govt. of India	-	-	-	-
42	To open and operate Bank Account of the Society/Center	-	-	Full Powers in any scheduled bank; all such cases to be reported to MB	-	-
43	Staff Welfare Expenses	-	-	Full Powers - in respect of employee of the Society	-	Full Powers - in respect of employee of the Center
44	Probation	-	-	Full Powers	-	Full Powers
45	Promotions against posts for which powers of	Full Powers	Full Powers	Full Powers	-	Full Powers

	appointments exists					
46	Acceptance of resignation	-	-	Full Powers	-	Full Powers
47	Termination of Services against posts for which powers of appointments exists	Full Powers	Full Powers	Full Powers	-	Full Powers
48	Disciplinary powers	-	-	As per Conduct Rules	-	As per Conduct Rules
49	Fixation of Pay	-	-	Full Powers as per rules.	-	Full Powers
50	Leave	-	-	Full Powers	-	Full Powers
51	TA / DA	-	-	Full Powers	-	Full Powers
52	Approval of self tour except foreign tour	-	-	Full powers	-	Full powers
53	Approval of travel by higher class of accommodation than normal entitlement	-	-	Full Powers:- Reasons to be recorded in writing	-	Full Powers:- Reasons to be recorded in writing
54	To admit reimbursement of expenditure not covered by rules incurred on tour in exceptional cases for reasons to be recorded	-	-	Full powers as per rules Subject to the condition that variation is not in excess of 15% of normal entitlement	-	Full powers as per rules Subject to the condition that variation is not in excess of 10% of normal entitlement
55	To sanction OTA to employees of the Society	-	-	Full powers	-	Full powers
56	To sanction LTC / medical reimbursement claims	-	-	Full powers	-	Full powers
57	To admit claim on account of TA / LTC / Medical reimbursement submitted after the stipulated period	-	-	Full powers Upto a maximum period of 3 months	-	Full powers Upto a maximum period of 3 months
58	To sanction all advances to officials of the society	-	-	Full powers	-	Full powers
59	To sanction reimbursement of conveyance hire charges incurred for official purposes	-	-	Full powers	-	Full powers

60	Sanction expenditure on refreshment charges, lunch during meetings, conference, visits of VIPs, dignitaries, etc	-	-	Full powers	-	Full powers
61	Expenditure on News papers, periodicals and magazines	-	-	Full powers	-	Full powers
62	Postage, telegrams, telephones	-	-	Full powers	-	Full powers
63	Photographic charges including purchase of photographic materials	-	-	Full powers	-	Full powers
64	Binding of books and records	-	-	Full powers	-	Full powers
65	Taking on lease / rent building for Society's use and residential purposes of employees of the Society	-	-	Full powers	-	Full powers
66	Payment of license fees and taxes	-	-	Full powers	-	Full powers
67	Insurance, service contracts of equipments	-	-	Full powers	-	Full powers
68	Hiring of furniture, PCs or any type of equipment for official purposes	-	-	Full powers	-	Full powers
69	Employment of casual labour	-	-	Full powers subject to the condition that the same person shall not be engaged for more than 30 days at a stretch and not more than 180 days in a year and will not be re-engaged after 180 day's	-	Full powers subject to the condition that the same person shall not be engaged for more than 30 days at a stretch and not more than 180 days in a year and will not be re-engaged after 180 day's
70	Engage Facilitation	-	-	Full powers	-	Full powers

	trainees as per approved scheme of the Society			subject to the condition that total number of trainees engaged shall be a maximum of 25% of strength of regular employes in the particular cadre.		subject to the condition that total number of trainees engaged shall be a maximum of 25% of strength of regular employes in the particular cadre.
71	Legal expenses	-	-	Full Powers	-	Full Powers
72	Repairs and maintenance of furniture, equipment, vehicles, buildings, campus	-	-	Full Powers	-	Full Powers
73	Recurring contingent expenditure not specifically mentioned above	-	-	Full powers as per rules	-	Full powers as per rules
74	To approve budgets for national management development programmes, conferences and seminars and consultancy projects and reappropriation within the budget.	-	-	Full powers:- All such cases to be reported to the MB	-	-
75	For international programmes, conferences etc.	-	-	With the approval of Government	-	-
76	To sanction /Imprest/ Temporary Advance	-	-	Full powers	-	Full powers
77	To draw bills on account of pay, TA, contingencies and other expenditure of the Society	-	-	Full powers	-	Full powers
78	To execute all agreements, contracts etc on behalf of the Society except those between himself / herself and the Society	-	-	Full Powers	-	Full Powers in respect of the contracts to be entered by the Centre.

79	To invest the funds of the Society in any public financial institution, any other Government securities on short term/long term basis	-	-	Full powers:- with in the overall guidelines laid down by Govt. / GC	-	Full powers:- with in the overall guidelines laid down by Govt. / GC
80	To delegate any or all the powers to any officer of the society.	-	-	Full powers:- In respect of powers delegated to ED	-	Full powers:- In respect of powers delegated to Director
81	Sanction expenditure in connection with Annual Day functions, including prizes and awards to students	-	-	Full powers	-	Full powers
82	Sanction expenditure towards providing PBX, direct phones at office / residence, and mobile phones	-	-	Full powers	-	Full powers
83	Sanction leased accommodation facility	-	-	Full powers:- as per Rules of the Society	-	Full powers:- as per Rules of the Society
84	Approve deputation of employees to other organizations	-	-	Full powers	-	-
85	Approve nomination of employees to committees constituted by other organisations	-	-	Full powers for employees in Group B,C,D.	-	-
86	Condemnation of vehicles	-	-	Full Powers as per norms prescribed by Govt. to be reported to the MB.	-	-
87	Procurement of vehicles against replacement	-	-	Full powers	-	-
88	Certify bills for payment	-	-	Full powers	-	-
89	Award contracts towards hiring of services for Pantry /	-	-	Full powers	-	Full powers

	Canteen / Security Services /House Keeping/ Clearing Services etc. as part of outsourced activities					
90	Approve lowest technically suitable offer where more than one valid tender have been received (including electrical, civil & horticulture work).	-	Full Powers:- Beyond Rs 50 Lakh	Upto Rs 25 lakh, Cases beyond Rs 25 Lakh with the approval of MB.	Full Powers:- Upto Rs 50 Lakh*	Upto Rs 10 lakh, Cases beyond Rs 10 Lakh with the approval of ED
91	Approve technically suitable offer where only one valid tender has been received (including electrical, civil & horticulture work).	-	Full Powers:- Beyond Rs 25 Lakh	Full Powers:- Up to Rs 20 lakh Cases beyond Rs 20 Lakh with the approval of MB	Full Powers:- Upto Rs 25 Lakh*	Full Powers :- Upto Rs 5 Lakh
92	To Submit Bid against open Tender / Limited Tender / Single Tender in IECT projects / Consultancy services and acceptance thereof	-	-	Full powers:- All such cases to be reported to the MB	-	Full Powers:- All such cases to be reported to the EC/MB
93	Approve Supply orders against Rate / Running Contracts (including electrical, civil & horticulture work).	-	Full Powers	Full powers:- Upto 20 Lakh in each case	Full Powers:- Upto Rs 25 Lakh in each case *	Full Powers :- Upto Rs 10 lakh in each case
94	Approve Supply orders against DGS&D Rate contracts	-	Full Powers	Full Powers :- Up to Rs 25 lakh in each case	Full Powers:- Upto Rs 50 Lakh in each case *	Full Powers :- Upto Rs 10 lakh in each case
95	Approve Single Tender / Single quotation in respect of proprietary items or specified brand goods or specialist works in case of electrical, civil & horticulture work.	-	-	Full Powers:- Up to Rs 20 lakh. Cases beyond with approval of MB	Full Powers:- Upto Rs 25 Lakh in each case *	Full Powers :- Upto Rs 5 Lakh .in each case
96	Approve Emergent Purchases / work (including electrical, civil & horticulture work).	-	-	Full Powers:- Up to Rs 2 lakh. .	-	Full Powers:- Upto Rs 0.50 Lakh .All Such Cases to be reported to

						EC.
97	Approve Amendment to Purchase Orders not involving any financial implications (including electrical, civil & horticulture work).	-	-	Full Powers	-	Full powers
98	Amendments to Purchase Orders involving financial implications due to upward revision of prices, increase in quantity, change in terms of payment, change in specifications, change in delivery terms, modification of agreed terms & conditions etc.	-	Full Powers	Full Powers upto the 20 Lakh in each case	Full Powers:- Upto Rs 25 Lakh in each case *	Full Powers - Upto 10 Lakh
99	Repairs & maintenance of Centre's campus	-	Full Powers:- Beyond Rs 50 Lakh	Full Powers:- Upto Rs 20 lakh Cases beyond with approval of the EC	Full Powers:- Beyond Rs 50 Lakh *	Full Powers:- Upto Rs 10 Lakh in each cases
100	Cash purchases	-	-	Upto Rs 20.000/- in each case	-	Upto Rs 5.000/- in each case.
101	Refund of Security Deposit / EMD and Caution Money Deposits	-	-	Full Powers	-	Full Powers
102	Insurance, freight charges etc.	-	-	Full Powers	-	Full Powers
103	Payment of Demurrage charges	-	-	Full Powers	-	Full Powers upto a maximum of 10% of Order Value
104	Entering into AMC of equipments	-	-	Full Powers	-	Full Powers
105	Waiver of terms of contracts, reduction / waiver of penalties stipulated in the contract. Reasons to be recorded in writing.	-	-	Full powers	-	Full powers:- In respect of the Contracts to be entered by the Centre

106	Sanction secured advance to other organizations / firms / suppliers	-	-	Full Powers as per norms of the Govt. of the subjects.	-	Full Powers as per norms of the Govt. of the subjects.
107	Authorise payment to claims of Clearing Agents as per terms of appointment of Clearing Agent.	-	-	Full Powers	-	Full Powers
108	Advertisement charges including press and publicity matters	-	-	Full powers:- as per the Govt. guide lines	-	Full powers:- as per the Govt. guide lines
109	Use of official cars for private purposes	-	-	upto 500 KM on payment (a) For cars upto and including 16hp - Rs350/- pm. (b) For cars above 16 hp & AC cars- Rs 450pm	-	upto 500 KM on payment 9a) For cars upto and including 16hp -Rs 350/- pm. (b) For cars above 16 hp & AC cars- Rs 450pm

Note :- The Chairman of the Governing Council / Management Board may, in emergent cases or under special circumstances exercise the powers of the Council / Board, in consultation with one or more members of the Governing Council / Board and in consultation with Finance Member of the Council / Board. All such cases shall be placed before the Council / Board in its next meeting.

8. FUNCTION/DUTIES OF THE OFFICERS

8.1 DIRECTORY OF STAFF, MONTHLY REMUNERATION, FUNCTION/DUTIES

Sr. No.	Name	Designation	Present scale of pay	Date of Birth	Date of holding the post	Monthly Remuneration	Power & Duties
01	Dr. V. N. Walivadekar	Director	18400-500-22400	12-08-1951	28.04.1998	43152.00	Head of Institution Academic & R&D Activities. Planning, Organizing, Budgeting, Staffing, Marketing, Administration, etc.
02	Dr. M.P. Pillai	Addl. Director	14300-400-18300	19-02-1963	13.04.2005	29610.00	GL Opto Electronics, CFS Co-ordinator, GL Computer Lab, Multimedia, e-learning Project Co-ordinator, GL Telecommunication, Service & Maintenance Lab, Vigilance Officer, Grievance Officer, Teaching M.Tech. & DEPM, Chairman Library Committee.
03	Mr. B.A. Damahe	Prin. Design Engr.	12000-375-16500	10.02.1963	01.07.1997	29725.00	GL Microcontroller and Embedded System. NBA Accreditation. e-governance. Office Automation, Teaching M.Tech & DEPM.
04	Mr. V.M. Mundada	Prin. Design Engr.	12000-375-16500	07-07-1965	01.07.1998	28983.00	GL Product Design & Development, Stores & Purchase I/c., Workshop I/c., CFS Exam Co-ordinator Teaching M.Tech & DEPM
05	Mr. S.T. Valunekar	Prin. Design Engr.	12000-375-16500	02-11-1958	01.07.2001	27003.00	GL Power Electronics and AICL, Teaching M.Tech. & DEPM, Industrial Projects, M.Tech. Coordinator.
06	Mr. D.A. Figueiredo	Prin. Design Engr.	12000-375-16500	26-01-1956	01.07.1999	29973.00	G.L. of Consumer Electronics & ADTL Lab. Teaching in EDT & STC. Teaching DEPM. Guiding projects of DEPM and M.Tech. level.

07	Mr. B.N. Choudhury	Admn-cum-Fin. Officer	10000-325-15200	25-05-1962	29.02.2000	23323.00	Head of Administration and Finance Section, Civil & Maintenance, Electrical, Security & Housekeeping, Telephone, Canteen, Estate, Legal Matters, Preparation & entering in to Agreements / MOUs, Interaction with C&AG and Local Audit Authorities D.D.O.
08	Mr. V. Krishnamurthy	Sr. Design Engr.	10000-325-15200	20-04-1965	01.07.1998	24396.00	Short Term Courses Co-ordinator, Group Leader PCB Design & Fabrication, VLSI Design, Chief Investigator (Project Leader) Information security, Teaching DEPM etc.
09	Mr. D. Ramarao	Sr. Design Engr.	10000-325-15200	09-11-1963	01.07.1998	24396.00	I/c. Repair & Maintenance of PCs, Teaching DEPM & M.Tech., DMR for ISO activities.
10	Mrs. W.S. Kandlikar	Sr. Design Engr.	10000-325-15200	08-06-1967	01.01.2002	20749.00	In-charge of AICL lab. Teaching DEPM. Project Activities of Agri-Electronics, Students Project Coordinator,
11	Mr. D.S. Raje	Sr. Design Engr.	10000-325-15200	01-06-1969	01.07.2001	22036.00	Communication Lab Activities, Teaching DEPM.
12	Mr. Y.P. Gogia	Sr. Design Engr.	10000-325-15200	08-08-1963	01.07.2000	23967.00	Academic Co-ordinator (DEPM) & Opto Electronics Activities, teaching DEPM
13	Mr. J.P. Sanwle	Design Engr.	8000-275-13500	01-07-1972	19.03.1997	19446.00	Communication Lab Activities, Teaching DEPM.
14	Mr. V. Chandola	Finance & Acct. Officer	8000-275-13500	25.06.1964	01.07.2000	18720.00	Preparation of Balance Sheet, Income & Expenditure Statement Receipt & Payment Account, Calculation of Income Tax and EPF & file of returns, Monthly Report, Budget

							Preparation, Bank Reconciliation.
15	Mr. R.P. Shinde	Dy. Engr. (SG-I)	8000-275-13500	02-02-1965	08.07.2002	17831.00	I/c of Multimedia Lab, Network Administrator. In-charge e-learning Project, Member investigator Information security Group/ Project, Teaching DEPM,
16	Mrs. V.S. Jahagirdar	Dy. Engineer	6500-200-10500	23-11-1958	01.07.1997	16491.00	Teaching DEPM, Embedded System.
17	Mr. N.N. Bokade	Dy. Engineer	6500-200-10500	03-05-1969	01.07.2001	15303.00	Teaching & Practical of DEPM for Power Electronics & ET, Practical of M.Tech.(EDT), Co-investigator (Alternate Project Leader), Information security project.
18	Mr. Y.A. Khan	Sr. Programmer	6500-200-10500	27-01-1963	01.07.1996	16491.00	Computer Centre Lab I/c., Software Lab I/c., Teaching DEPM, Member, Information Security Project/Group.
19	Mr. M.J. Quazi	Admn. Officer Gr-II.	6500-200-10500	30-03-1951	01.07.2001	19263.00	I/c. Administration & Establishment, Reporting Officer Security Housekeeping Civil, Telephone etc. Correspondence with Govt. of Maharashtra, University. Draft Agenda/proposals for Executive Committee/ meetings, Hospitality arrangements etc.
20	Mr. A.N. Rasal	Librarian (SG)	6500-200-10500	12.09.1954	01.07.1997	19791.00	I/c of Library. Books coding. Placing orders.
21	Mr. M.S. Kshirsagar	Asstt. Engineer	5500-175-9000	22-12-1967	01.07.1996	13973.00	Practical of DEPM & M.Tech. Assist in Hardware activities.
22	Mr. M.L. Garud	Asstt. Engineer	5500-175-9000	10-08-1963	01.07.1998	13626.00	Conduction of ADTL Practical, Assist in DEPM/M.Tech. Exam.
23	Mrs. P.D. Bharne	Dy. Engineer	6500-200-10500	01-06-1965	01.07.2002	14643.00	Conduction of PCB Practical/ Teaching, Assist in CFS Exam

							Activities, Lab I/c VLSI Design.
24	Mr. B.B. Sorte	Asstt. Engr	5500-175-9000	05.06.1965	01.07.1997	13726.00	Teaching CAD/CAM, Taking Classes for DEPM, Engineering Drawing, Workshop Technician. Member, e-learning Group & M.M. Group.
25	Mr. K.Vaishya	Asst. Engr. Civil	5500-175-9000	20-11-1964	01.07.1998	13626.00	I/c. Civil & Electrical Section, Maintenance, Water Supply, Drainage, Road Works, Estates, Electrical works, I/c. Security & House Keeping.
26	Mr. M.S.Chawhan	Librarian	5500-175-9000	01-06-1964	01.07.2001	12587.00	Process & Issue of Books/Journals Works related to Library Processing Bills.
27	Mr. S.G. Wankhede	Sr. Lab Asstt.	4500-125-7000	22-05-1967	01.07.1996	11415.00	Assist in Agri-Electronics Lab, ADTL Lab & Housekeeping of Laboratory.
28	Mrs. S.R. Jape	Sr. Lab Asstt.	4500-125-7000	10-04-1968	01.07.1996	11415.00	Practical for M.Tech. & DEPM Lab Work & Art Work Design. Assist in CAD/CAM Lab, Member e-learning, MM Project/Group.
29	Mr. M. Mahto	Sr. Lab Asstt.	4500-125-7000	01-12-1960	01.07.1999	10673.00	Practical Classes for DEPM & Assist Repair & Maintenance of PCs.
30	Mr. M.K. Kulkarni	Sr. Workshop Asstt.	4500-125-7000	09-04-1961	01.07.1996	11168.00	Teaching Workshop Practical to DEPM, Maintenance of Workshop.
31	Mr. R.N. Potbhare	Workshop Asstt.	4000-100-6000	01.05.1965	20.01.1997	9634.00	Teaching Workshop Practical to DEPM, Maintenance of Workshop.
32	Mr. S.T. Hosurkar	Sr. P.A.	5500-175-9000	15.04.1964	01.07.2002	12185.00	P.A. to Director, I/c. Directors Secretariat, Conference Room, Attending VIP's/Visitors.

33	Mrs. V.D. Deshmukh	Office Asstt. Gr-I	4500-125-7000	12.01.1965	01.07.1999	11431.00	Attending Reception Telephone, Visitor, Press and other Activities.
34	Mr. U.M. Joshi	P.A.	4500-125-7000	11.09.1958	01.07.2000	12653.00	Attending to the Admn-cum- Finance Officer and Sr., Technical Officers, Processing of bills.
35	Mr. S.N. Agwane	Office Asstt. Gr-I	4500-125-7000	01.06.1966	01.07.2000	10576.00	Maintenance of Cash-Book, Preparation of Cash & Bank Vouchers.
36	Mr. S.R. Bhoge	Office Asstt. Gr-II	4000-100-6000	03.02.1961	03.05.1994	9963.00	Attached to Academic Section.
37	Mr. S.S. Paropkari	Sr. Electrician	4000-100-6000	07.11.1964	01.07.1996	9796.00	Electrical Maintenance works.
38	Mr. A.K. Zade	Office Asst. Gr-III	3050-4590	11.08.1963	27.01.1997	7318.00	Assist in Stores & Purchase works.
39	Mr. R.D. Muley	Office Attendant Gr-I	2750-4400	24.10.1957	01.07.1999	7298.00	Xerox Operator, Combing & Binding.
40	Mr. P.A. Sonne	----do---- Gr-II	2650-4000	02.05.1959	01.07.1999	6796.00	Attendance to Library & Civil & Maintenance Section.
41	Mr. B. D. Tigote	----do---- Gr-II	2650-4000	16.06.1959	01.07.1999	6796.00	Attendant to Accounts & Admn. Section.
42	Mr. S.P. Kakarwar	Security Guard Gr-II	2650-4000	10.07.1954	01.07.1999	7582.00	Attend Security Duties, Driving Vehicles.
43	Mr. M.T. Waidande	Office Attendant	2610-3540	01.06.1951	01.01.1995	7454.00	Assist in Inward/Outward, Stores, Distribution & Circulation of Mail, Closing of Office.
44	Mr. Maruti Hamand	Safaiwala Gr-III	2550-3200	10.09.1968	01.03.1996	6229.00	Assist P.A. to Director. Attend to Sweeping & Cleaning of Building & Campus.
45	Mr. V.E. Jadhav	Safaiwala Gr-III	2550-3200	14.01.1963	14.06.1996	6110.00	Attend to Sweeping & Cleaning of Building & Campus