

# THE INDIAN SCIENCE CONGRESS ASSOCIATION



**REGULATIONS & BYE-LAWS**  
(Registered under Act XXI of 1860 : No. 21093 of 1953-1954)

139

No. : SO925233 of 1953-1954

14, Dr. Biresw Guha Street, Kolkata – 700 017

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**MEMORANDUM OF ASSOCIATION  
OF  
THE INDIAN SCIENCE CONGRESS ASSOCIATION  
(Registered under Act XXI of 1860 : No. 21093 of 1953-1954)**

**139**

**No. : SO925233 of 1953-1954**

1. The name of the Society is The Indian Science Congress Association, hereafter called the Association.
2. The Registered Office of the Association shall be situated at 14, Dr. Biresh Guha Street, Kolkata-700 017 in the State of West Bengal.
3. The objects of the Association shall be :-
  - (a) To advance and promote the cause of Science in India;
  - (b) To hold an annual Congress at a suitable place in India;
  - (c) To publish such proceedings, journals, transactions and other publications as may be considered desirable;
  - (d) To secure and manage funds and endowments for the promotion of Science including the rights of disposing of, or selling all or any portion of the properties of the Association;
  - (e) To do and perform any or all other acts, matters and things as are conducive to, or incidental to, or necessary for the above objects.

**REGULATIONS**

**MEMBERS AND SUBSCRIPTION**

4. The Association shall consist of Members, Honorary Members Students Members **having Post graduate degree in any discipline or equivalent BE/ B.Vet/ MBBS etc.** Institutional Members Individual Donors and Institutional Donors.
  - (A) (i) Membership of the Association shall be open to all persons with a post-graduate or equivalent degree in Natural / Agricultural Sciences (except Section of Medical Sciences, Veterinary Sciences and Engineering Sciences, where only Master Degree is required) and interested in the advancement of science in India.

(ii) The Annual subscription of a member shall become due on the 1<sup>st</sup> April of each year. Any one, whose subscription does not reach the office on or before the 15<sup>th</sup> July in any year, shall lose the right of voting and/or holding any office of the Association for the year. A member not possessing a Doctorate Degree in Natural / Agricultural Science (except Section of Medical Sciences, Veterinary Sciences and Engineering Sciences, where only Master Degree is required) or failing to pay the annual subscription by the end of March following shall cease to be a member.

(iii) Any Member, consequent upon attaining the age of 70 years, shall also cease to be a member.

- (B) Honorary Members of the Association shall be persons eminent for their contributions to science or who have rendered valuable service to the cause and development of science and its application for human welfare. Total number of such members shall be limited to 10 of whom not more than two shall be elected annually by the Council, by not less than two-thirds majority, on the recommendation of the Executive Committee. Such election shall be reported to the General Body at its Annual Meeting.
- (C) An Institution paying a subscription as stipulated by the Association from time to time, shall be eligible to nominate one person as its representative to attend the Annual Session of the Science Congress. An Institutional Member shall be eligible to receive, free of cost, a copy of the complete set of Proceedings of the Annual Science Congress Session as also a copy each of the Association's journal, Everyman's Science.
- (D) A person paying the prescribed donation and possessing necessary academic qualification as in the case of a Member shall be an individual Donor of the Association. He shall have all rights and privileges of a Member during his lifetime.
- (E) An institution paying the prescribed amount shall be an Institutional Donor of the Association, which shall have the right to nominate one person as its representative to attend Annual Session of the Science Congress. An Institutional Donor shall be eligible to receive, free of cost, a copy of the complete set of Proceedings of the Annual Science Congress Session as also the Association's journal, Everyman's Science.
- (F) Different categories of members shall pay subscription as decided by the Executive Committee from time to time.

## **RIGHTS AND PRIVILEGES**

5. A Member of the Association shall have the following rights and privileges—

(A) To contribute papers for presentation at the Session of the Congress.

To receive free of charge, **soft copies** of the usual publications issued by the Association for the Session and copies of *Everyman's Science*. A Member shall also be entitled to purchase **hard copies of usual publications issued by the Association for the session and copies of *Everyman's Science*** and other priced publications at a concessional rate.

(B) To seek election for any office of the Association provided the subscription is received by 15<sup>th</sup> July.

(C) An Honorary Member shall have the rights and privileges of a member but shall not be eligible to hold any office or to vote in the elections of the Academy.

## **OFFICIAL YEAR**

6. The official year of the Association shall be from 1<sup>st</sup> April to 31<sup>st</sup> March of the following year. The same shall also be the financial year.

## **EXECUTIVE COMMITTEE**

7. There shall be an Executive Committee for the administration of the Association.

(A) The Executive Committee shall consist of the General President, the two General Secretaries (Membership Affairs and Scientific Activities), the Treasurer, Executive Secretary, President of the National Science Academies/Professional Bodies under the Department, 01- renowned Scientist of appropriate level nominated by DST, Financial Advisor of DST and Secretary or his nominee, Department of Science and Technology, Government of India.

(B) Members as in 7.(A) who have served on the Executive Committee for three successive years, shall not be eligible for being designated as members of the Executive Committee for a period of two years thereafter.

(C) The Executive Committee shall co-opt as its members not more than two Local Secretaries for the ensuing Session of the Congress.

## **POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

8. The powers and duties of the Executive Committee shall be as follows –
- (A) To manage the affairs of the Association and for this purpose to frame such regulations, as may be deemed necessary for the efficient administration of the Association, provided always that such regulations not being inconsistent with any thing contained in these Regulations or with the extant Government guidelines / rules and regulation and that they be reported to the next meeting of the Council and the General Body.
  - (B) The Executive Committee shall recommend names to the Council for the election of (i) General President, (ii) General Secretaries.
  - (C) To consider in the first instance all important questions of policy.
  - (D) To have the power to refuse admission or to expel any individual/institution/donor from membership of the Association.
  - (E) To consider and to present to the General Body at its Annual Meeting, the Annual Report of the working of the Association and also the Audited Statement of the Income and Expenditure for the preceding financial year, the balance in hand, the assets and liabilities, together with the budget of the estimated income and expenditure of the ensuing financial year as submitted by the Finance and Establishment Committee, and appointment of Auditor.
  - (F) To appoint salaried officers and staff as may be considered necessary, such appointments being within the overall sanctioned strength with the number of posts created only with the approval of the competent authority i.e. Government of India. To prescribe their conditions of the service as recommended by the Finance and Establishment Committee in line with the extant Government guidelines / rules and regulations as amended from time to time Any amendment shall however, require the prior approval of the Government.
  - (G) To direct and manage the publication of the Proceedings and other publications of the Association through the Publication Committee.
  - (H) To determine the constitution and to constitute the following Committees:-
  - (I) an Advisory Committee every three years to discuss and advise on issues relating to the role; structure and function of the Association as may arise from time to time;

- (J) a Finance and Establishment Committee every year which shall draft the budget, finalise the statement of accounts of the Association, deal with the cadre and recruitment rules and conditions of service, etc;
- (K) a Publication Committee every year to help in editing the publications of the Association;
- (L) an Endowment Committee every year to recommend matters related to endowments of the Association; and
- (M) a Standing Committee on Science and Society every three years to discuss various facets of Science and its Social Relations, to set-up Panel(s) on different subjects and to follow-up their recommendations/suggestions.
- (N) To constitute any other Committee(s)/Sub-committee(s) which may be considered necessary and to specify their terms of reference.
- (O) To enforce the Regulations and Bye-Laws, and run the administration in line with the extant standing instructions of the Government and generally to carry out the objects of the Association.
- (P) **To amend Bye-Laws as and when required with the approval of the Central Government for the internal administration of the Association which shall not be in conflict with any of the Regulations or extant Government guidelines.**

#### MEETINGS OF THE EXECUTIVE COMMITTEE

9. (A) **There shall be three Statutory Meetings of the Executive Committee—one in Kolkata in May, and two at the venue of the Science Congress, one in October and the other during the Congress. Additional meetings, as may be necessary, may also be held.** Notice for a such meeting, along with Agenda, shall be sent out at least a fortnight before the date of the meeting. Emergency meetings may, however, be convened by the General Secretaries, at the instance of the General President, giving a week's notice.
- (B) The ordinary method of voting shall be by show of hands, but on demand, the votes shall be taken by ballot.
- (C) The General President/Chairman shall be entitled to vote. When votes are equal, he shall have a casting vote.
- (D) Minutes of the proceedings of every meeting of Executive Committee shall be taken during its progress, by one of the General Secretaries, and in case of his absence by one of the members, whom the Chairman/General President may appoint for the purpose. The minutes shall afterwards be circulated to all members of the Executive Committee.



(E) Five members shall form a quorum.

## COUNCIL

10. There shall be a Council for considering all policy and business matters as may be referred to by the Executive Committee.
11. (A) The Council shall consist of (i) Members of Executive Committee, (ii) Immediate past General President (iii) immediate past General Secretaries (Membership Affairs and Scientific Activities) (iv) Treasurer (v) Sectional Presidents, (vi) Three Members nominated by the Central Government (vii) Three members of the Association elected by the General Body, (viii) one member to be nominated by The Kolkata Municipal Corporation, (ix) Editor-in- Chief of Everyman's Science, and (x) a nominee of Indian National Science Academy (INSA) Council who is a member of ISCA.
- (B) For the election of 3 members to the Council by the General Body, any Member with voting right (annual subscription being received by 15<sup>th</sup> July) or an Honorary Member may propose the name of a Member with voting right No Member shall be allowed to propose more than one name. Such proposal, alongwith consent of the nominee, must reach the General Secretary (Membership Affairs) on or before the 10<sup>th</sup> September. The nominee shall have the right to withdraw his/her nomination by writing to the General Secretary (Membership Affairs) by 25<sup>th</sup> September. The Executive Committee shall scrutinise the nominations. It may add upto three names or delete names for the Council by three-fourth majority of members present at the meeting of the Executive Committee. In respect of names added, consent shall be secured before treating these nominations as valid. The valid nominations shall be circulated to all Members with voting rights and Honorary Members for election to Council by postal ballot. The ballot papers shall be scrutinised and counted by the General President or his nominee and such of the General Secretaries as are present at the Session and the result of the ballot shall be announced at the meeting of the Executive Committee.
- (C) If any vacancy occurs in the Council after the Annual Session but before the first Statutory Meeting, such a vacancy shall be filled up by the next person in the voting list of the Session. In case the vacancy occurs after the first Statutory Meeting, the Executive Committee shall fill up such vacancy.
- (D) Three elected Members as in [11 A(vii)] who have served on the Council for three successive years, shall not be eligible for election as members of the Council for a period of two years thereafter.

- (E) Three statutory meetings of the Council shall be held during the year including one at Kolkata and two at the venue of the Science Congress, One in October and the other during the Annual Congress.
- (F) One third of members of whom at least one is the nominated Member of the Government shall form a quorum.

### **GENERAL BODY**

- 12. There shall be a General Body consisting of all the Members (with voting right) and Honorary Members of the Association.
- 13. (A) The Annual Meeting of the General Body shall be held during each Session of the Congress. One third of the Members with voting right personally present at the commencement of the meeting shall form the quorum for this meeting. The business of the meeting shall be ordinarily as follows :-
  - (i) Confirmation of the minutes of the last meeting;
  - (ii) Recommendations on the Focal Theme;
  - (iii) Annual Report along with Audited Statement of Accounts of the previous year;
  - (iv) Appointment of an Auditor;
  - (v) Venue of the next Session and announcement of its Focal Theme;
  - (vi) Any other matter with the permission of Chair.
  - (vii) Announcement of the results of elections of General President, General Secretaries, Treasurer, Members of the Executive Committee and Council, Sectional Presidents and Sectional Recorders, Members of all Sectional Committees;
  - (viii) Announcement of the names of the awardees under ISCA Young Scientists' Programme;
  - (ix) Announcement of the names of those judged as best poster presented during the Congress;

Decisions shall ordinarily be taken by a show of hands of the majority of members present and voting at the meeting. Any member may, however, demand a ballot on any question and the ballot shall be taken at the meeting.

- (B) An Extra-ordinary General Body Meeting shall be convened to discuss any specific matter during the Session of the Congress if requisition signed by not less than 200 Members with voting right be received by the General Secretary (Membership Affairs) a month before the commencement of the Session.

### **GENERAL PRESIDENT**

14. (A) The Association shall have a General President. The General President shall be elected annually by the Council from among the names recommended by the members of the Executive Committee in accordance with procedure laid down in the Regulations. The election shall be by postal ballot. **The ballot papers shall be scrutinised by the Executive Committee** at a meeting to be held prior to meeting of the General Body and the result shall be reported to the Executive Committee, Council and the General Body at its annual meeting.

- (B) The General President shall assume office on the 1<sup>st</sup> of April and relinquish on the 31<sup>st</sup> March of the succeeding year.

- (C) Powers and duties of the General President shall be as follows :-

- (i) He/she shall deliver his/her Address at the inauguration of the Annual Session and shall preside over the deliberations in the Plenary Session of the Focal Theme.
- (ii) He/she shall be an ex-officio member of all Committees constituted by the Executive Committee and shall preside over meeting of the Executive Committee, the Council, the General Body and the Statutory Committees, and to regulate the proceedings at such meetings. In the absence of the General President, members of the body shall elect one among the members present to act as the Chairman.
- (iii) He/she shall have the power of summoning through one of the General Secretaries a special meeting of the Executive Committee or of the Council giving a week's notice to all members thereof.
- (iv) To ensure the effect being given to these Regulations.
- (v) In absence of any definite Regulation on any questions likely to arise in connection with administration of the Association or in the case of a doubt as to the interpretation of any of the Regulations, the General President shall give a decision and his/her ruling or interpretation shall prevail for the time being.

(D) Election of General President shall be as follows :-

- (i) The General Secretary (Membership Affairs) shall invite nominations for the office of the General President of the Association by a circular letter to the members of the Council not later than the 1<sup>st</sup> August. Such circular shall include a list of the General President of the past 15 years, and the scientific disciplines in which they had specialised. The nominee shall be a member with voting right. Provided any such member contesting election of General President shall have at least previous twenty years of voting right as per September 10 of that year. Provided further that such member should also have a Masters Degree with Ph.D. (except Section of Medical Sciences, Veterinary Sciences and Engineering Sciences, where only Master degree is required) completed with fifteen years of teaching/research experience.

Nominations along with the consent of the nominee shall reach the General Secretary (Membership Affairs) not later than 10<sup>th</sup> September.

- (ii) The General Secretary (Membership Affairs) shall circulate the nominations received to the nominees for information by 15<sup>th</sup> September.

They will have the right to withdraw if they so desire by writing to the General Secretary (Membership Affairs) by 25<sup>th</sup> September.

- (iii) The nominations, along with withdrawal letter, if any, shall be placed for selection of maximum three names before the statutory meeting of the Executive Committee to be held in October. **If less than three names are available, the Executive Committee shall suggest other name/ names to make a total of three names. For addition, the consent shall be secured before treating such nominations as valid.**

- (iv) The names thus selected shall be circulated by the 15<sup>th</sup> November to the members of the Council for election of the General President by postal ballot. The ballot papers shall reach the General Secretary (Membership Affairs) not later than 15<sup>th</sup> December.

- (v) These ballot papers shall be scrutinised and counted as the General President may direct at a statutory meeting of the Executive Committee to be held on the day previous to the commencement of the Session of the Congress. In case of tie, this should be resolved by drawing of lots. The result of the election shall be announced by the General President at the meeting.

- (vi) The results shall be reported to the Council and the General Body.

- (vii) In the case of elected General President is unable to function as such, the Immediate Past General President or any one of the Past General Presidents will be invited by the Executive Committee to be General President of the Congress for the year.

### **GENERAL SECRETARIES**

15. (A) There shall be two General Secretaries from among the Members with voting right viz. General Secretary (Membership Affairs) and General Secretary (Scientific Activities). They shall be elected by postal ballot by the Council from among the names recommended by the Executive Committee for the office of each of the General Secretaries in accordance with procedure laid down in the Regulations. The result of election shall be reported to the Executive Committee, Council and the General Body at the meetings during the Annual Session.

(B) Powers and duties of the General Secretaries shall be as follows :-

- (i) The General Secretaries shall hold office for a period of three years from 1<sup>st</sup> April following the date of election.
- (ii) To be ex-officio members of all Committees constituted by the Executive Committee.
- (iii) To conduct the affairs of the Association, in accordance with the Regulations, provided always that some of the powers and duties may be delegated, with the approval of the General President. The matter shall be reported at the next meeting of the Executive Committee.
- (iv) To record, or cause to be recorded, the proceedings of the meetings of the Association during their progress.
- (v) To be custodian of important documents and papers of the Association.
- (vi) To exercise supervision over exchange or sale of books and other publications of the Association and to report such sales or exchanges to the Executive Committee at the next meeting for approval.
- (vii) To delegate some of their powers and duties by mutual agreement among themselves, to the Local Secretaries during the Annual Session of the Congress.
- (viii) To exercise general supervision over the salaried staff and all affairs of the Association and to fine or suspend any member of the salaried staff for gross negligence of duty or misconduct. Cases of suspension shall be placed before the Executive Committee within a period of three months for consideration.

(C) Election of General Secretaries shall be as follows :-

- (i) The General Secretary (Membership Affairs) shall invite nominations for the office of the General Secretaries of the Association by a circular letter to the members of the Council not later than the 1<sup>st</sup> August. The nominee shall be a member with voting right. Provided any such member contesting election of General Secretary shall have at least previous fifteen years of voting right as per September 10 of that year. Provided further that such member should also have a Masters Degree with Ph.D. (except Section of Medical Sciences, Veterinary Sciences and Engineering Sciences, where only Master degree is required) completed with ten years of teaching/research experience.

Nominations along with the consent of the nominee shall reach the General Secretary (Membership Affairs) not later than 10<sup>th</sup> September.

- (ii) The General Secretary (Membership Affairs) shall circulate the nominations received to the nominee for information by 15<sup>th</sup> September.

They will have the right to withdraw if they so desire by writing to the General Secretary (Membership Affairs) by 25<sup>th</sup> September.

- (iii) The nominations, along with withdrawal letter, if any, shall be placed for selection of maximum two names for each of the offices of the General Secretaries before the statutory meeting of the Executive Committee to be held in October.

- (iv) The names thus selected shall be circulated by the 15<sup>th</sup> November to the members of the Council for election of each of the officers by postal ballot. The ballot papers shall reach the General Secretary (Membership Affairs) not later than 15<sup>th</sup> December.

- (v) These ballot papers shall be scrutinised and counted as the General President may direct at a statutory meeting of the Executive Committee to be held on the day previous to the commencement of the Session of the Congress. In case of tie, this should be resolved by drawing of lots. The result of the election shall be announced by the General President at the meeting.

- (vi) The result shall be reported to the Council and the General Body.

#### **TREASURER**

16. (A) There shall be a Treasurer who shall be a regular employee of appropriate level of ISCA.

(B) Powers and duties of the Treasurer shall be as follows :-

- (i) To be the Convener of the Finance Committee and also an ex-officio member of all Committees.
- (ii) To receive and hold jointly with the General Secretary (Membership Affairs) on behalf of and for the use of the Association all money received by the Association except the grants given by Government of India (which shall be managed by Executive Secretary), to disburse all sums due from the Association and to keep accounts of all such receipts and disbursements.

In the absence of General Secretary (Membership affairs) / Treasurer or Treasurer / General Secretary (Membership affairs) shall have the power to disburse any dues, jointly with the Executive Secretary. In the absence of the Executive Secretary, the Executive Committee shall have the Power to authorise any other officer.

- (iii) To submit all accounts and vouchers of receipts and disbursements annually to the Finance and Executive Committee for examination and also to the auditors when required by them.
- (iv) To keep separate accounts of funds, if any, administered by the Association on behalf of government or any individual or organisation.

#### **TERMS OF OFFICE OF GENERAL SECRETARIES**

- 17. The terms of office of each General Secretary shall be for a period of three years and they shall not be eligible for re-election to the same office for a period of two years after the termination of appointment.
- 18. In the event of an interim vacancy amongst the General Secretaries the Executive Committee shall have the power to appoint a General Secretary from amongst the past General Secretaries till the regular incumbent is elected and takes over, as per Regulations.

#### **LOCAL SECRETARIES AND ORGANISING COMMITTEE**

- 19. There shall be two or more Local Secretaries for each Session of the Congress. They shall be appointed by the Organisation inviting the Congress to hold the Session. Not more than two of the Local Secretaries as recommended by the host Institution shall be co-opted as members of the Executive Committee. Two Local Secretaries co-opted on the Executive Committee, must be Members with voting right.
- 20. There shall be an Organising Committee for each Session of the Congress to be constituted by the host Institution.

## SECTIONAL OFFICERS AND SECTIONAL COMMITTEES

21. For the purpose of scientific deliberations during the Session of the Congress, there shall be such Sections, corresponding to different branches of sciences, as may from time to time be constituted by the General Body on the recommendations of the Executive Committee and the Council. It shall be competent for any Section, after its first day's meeting at the Session, to hold its scientific meetings in sub-section, for the purpose of dealing conveniently with different groups of papers submitted to the Section for presentation. To conduct deliberations in each sub-section, a separate chairman and a rapporteur may be appointed by the Sectional President, in consultation with the Sectional Committee. Persons thus appointed will not however be considered as Sectional Officers. In each Section, there shall be the following Sectional Officers: The President, the Recorder and the Local Sectional Secretary, all being Members with voting right.
22. The President and the Recorder shall be elected by the Sectional Committee from among the Members with voting right in accordance with procedure laid down in the Regulations for the purpose. There shall be a Local Sectional Secretary who shall be appointed by the Executive Committee, on the recommendation of the Local Secretaries.
23. (A) The Sectional President shall be elected annually. The term of office of the Recorder shall be for a period of two years following elections.  
  
(B) The work of each Section shall be conducted by a Sectional Committee, which shall consist of the following :
  - (i) Sectional Officers (*vide* Regulation 23).
  - (ii) All Members with voting right who have been Presidents of the Section or who have served as Recorders for full term.
  - (iii) Four Members with voting right elected annually by the Members with voting right who have opted for participation in the concerned Section in accordance with the Regulations made for the purpose.  
(C) The Sectional President and the Sectional Recorder shall be executive officers of the Section. They shall have power to act on behalf of the Sectional Committee in any matter of urgency, which can not be brought before the Sectional Committee for consideration, but they shall report such action to the Sectional Committee at its next meeting.



- (D) The Sectional President shall be convener of the meetings of the Sectional Committee and shall preside over all meetings of the Committee. His/her ruling shall be final on all points of order that may arise.

In the absence of the President at any meeting of the Sectional Committee the senior-most past President of the Section, present at the meeting, shall take the chair. In the absence of any past President, the Sectional Committee shall elect a Chairman for its meeting.

- (E) The Sectional Committee shall meet prior to the first meeting of the Section, and thereafter during the Session, unless otherwise determined by the Sectional Committee.
- (F) The Sectional Recorder shall act as the Secretary of the Sectional Committee and shall maintain a proper record of the proceedings of the Sectional Committee and of the Section in a book provided for the purpose. The Local Sectional Secretary shall be responsible for all local arrangements for the work of the Section in consultation with the Local Secretaries.

- (G) Election of Sectional Officers (President and Recorder) shall be as follows :-

- (i) Only Members with voting right are eligible for being nominated or elected as President, Recorder or Members of a Sectional Committee. Provided any such member contesting election of President and Recorder shall have at least previous ten years of voting right as per September 10 of that year. Provided further that such member should also have a Masters Degree with Ph.D. (except Section of Medical Sciences, Veterinary Sciences and Engineering Sciences where only Master degree is required) completed with ten years of teaching/research experience.
- (ii) Each Member with voting right may designate one Section in which he wishes to be enrolled as a voting member. Members with voting right who do not designate the Section in which they wish to be enrolled, will not be entitled to vote for the election of members of the Sectional Committees.
- (iii) No person shall serve concurrently in more than one Sectional Committee. Once a person becomes member of a section, the same cannot be changed in any case. Whatsoever, if such is found later, the election stands cancelled. Any Past President or Recorder of a Section cannot contest in election for any other Section as per previous practice.

**(A) Officers :**

The Sectional President shall be elected annually, while the Sectional Recorder shall hold office for two years.

Copies of printed forms inviting nominations for the offices of President and Recorder (when the office is vacant) for the ensuing session will be circulated to members of the respective Sectional Committees by the General Secretary (Membership Affairs) not later than the 10<sup>th</sup> August. Such nominations of Members with voting right shall be accompanied by a statement of qualification of the nominees for the office and their willingness in writing to accept the same if elected thereto.

Nominations along with a statement of qualification and the consent of the nominees shall reach the General Secretary (Membership Affairs) not later than 10<sup>th</sup> September.

The nominee shall have the right to withdraw his/her nomination by writing to the General Secretary (Membership Affairs) by 25<sup>th</sup> September.

The nominations will be placed before the Council in its October meeting. The Council will have the right to add or delete name(s), if necessary, to the list of nominations received in respect of any Section and will recommend the final panel or at most three names. In respect of name or names added, a statement of qualification of the nominee(s) for the office and their willingness in writing to accept the same, if elected thereto, shall be secured before treating such nomination(s) as valid.

The names thus selected shall be circulated by the 15<sup>th</sup> November to the members of the Sectional Committee for election of President and Recorder (when the office is vacant) by postal ballot. The ballot papers shall reach the General Secretary (Membership Affairs) not later than 15<sup>th</sup> December.

These ballot papers shall be scrutinised and counted by a group of Council Members to be appointed by the Executive Committee in its meeting previous to the commencement of the Session of the Congress. In case of tie, this should be resolved by drawing of lots.

The results of election shall be reported to the Executive Committee and the Council in their adjourned meeting and subsequently announced in the General Body meeting.

**(B) Members of the Sectional Committee:**

At the meeting of the Section held during the Session, persons enrolled as voting members of the section will be asked to propose the names of persons enrolled as voting members to serve the Sectional Committee. In proposing names steps should be taken so that the various branches of the discipline included in the Section and geographical regions within the country are represented.

At the meeting of the Section, the Recorder shall write the names of the proposed candidates on the black board in alphabetical order. Members will vote by ballot.

The results of voting shall be kept confidential and handed over to the Camp Office of the General Secretaries for scrutiny by the Executive Committee and announcement at the meeting of the Council and General Body. In case of a vacancy during the year, the vacancy may be filled up, if specially desired by the Executive Committee.

**24. DUTIES OF THE EXECUTIVE SECRETARY**

The post of Executive Secretary shall be filled up only on deputation basis. The Officer on deputation as Executive Secretary shall have both the legal responsibilities and accountabilities and shall be responsible for administration to be carried out in line with the extant Government guidelines / instructions and rules and regulations. He shall act under the supervision of a Co-ordination Committee consisting of General Secretaries and Treasurer. Government shall have every right to repatriate the officer.

**25. STATUTORY COMMITTEES**

**(I) Advisory Committee :** An Advisory Committee shall be constituted every three years to discuss and advise on the issues relating to the role, structure and function of the Association as may arise from time to time for consideration by the Executive Committee. The composition of the Advisory Committee shall be as follows :

(i) General President	...	Chairman
(ii) General President-Elect	...	Member
(iii) Three permanent Members of the ISCA Council nominated by the Executive Committee	...	Members
(iv) Three nominated Member by the Government	...	Members
(v) General Secretary (Scientific activities)	...	Member
(vi) Treasurer	...	Member
(vii) General Secretary (Membership affairs)	...	Member-Convener
(viii) Executive Secretary	...	Member (without voting right)

**Meeting of the Committee should be held at least two times in a year.**

**(II) Finance & Establishment Committee :** A Finance & Establishment Committee shall be constituted every year to draft the budget and finalise the statement of accounts of the Association for consideration by the Executive Committee, to frame cadre and recruitment rules, condition of service and all other matters relating to establishment for consideration by the Executive Committee. The composition of the Committee shall be as follows :

(i) General President	...	Chairman
	...	
(iii) General President-Elect	...	Member
(iv) General Secretary (Membership Affairs)	...	Member
(v) General Secretary (Scientific Activities)	...	Member
(vi) Two Nominee of DST	...	Member
(vii) One nominee of FA, DST	...	Member
(viii) Head of AI Division, DST or his nominee	...	Member
(ix) Treasurer	...	Member -Convener
(x) Executive Secretary	...	Member (without voting right)

**Meeting of the Committee should be held at least two times in a year.**

**(III) Publication Committee :**

(A) A Publication Committee shall be Constituted every year to help in editing the publications of the Association. The Committee shall consist of :

(i) General President	...	Chairman
(ii) General President-Elect.	...	Member
(iii) Treasurer	...	Member
(iv) Editor-in-Chief	...	Member
(v) One nominee of General President	...	Member
(vi) General Secretary (Scientific Activities)	...	Member
(vii) General Secretary (Membership Affairs)	...	Member -Convener
(viii) Executive Secretary	...	Member (without voting right)

**Meeting of the Committee should be held at least two times in a year.**

(B) There shall be an Editorial Board to help edit the Association's journal Everyman's Science. The Board shall comprise :

1. Editor-in-Chief	...	Chairman
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2. Five Editors, one each representing the five areas, *viz.*
  - (a) Physical Sciences
  - (b) Biological & Medical Sciences
  - (c) Earth Sciences, Engineering & Materials Science,
  - (d) Social Sciences and
  - (e) Medical and Animal Sciences including Physiology ... Members
3. General Secretary (Scientific Activities) ... Member
4. General Secretary (Membership Affairs) ... Member -Convener
5. Executive Secretary ... Editorial Secretary & Member (without voting right)

The Editor-in-Chief shall be nominated by the Executive Committee and the Editors shall be nominated by the General President in consultation with the Editor-in-Chief.

The term of the Editorial Board shall be three years. The assistance of the Editorial Board may also be sought for other publications of the Association.

- (IV) Endowment Committee :** An Endowment Committee shall be constituted every year to give recommendations in the matters related to endowments of the Association. The composition of the Committee shall be as below :

- (i) General President ... Chairman
- (ii) General President-Elect. ... Member
- (iii) Two members from the Council of ISCA nominated by the Executive Committee ... Members
- (iv) Treasurer ... Member
- (v) General Secretary, (Scientific Activities) ... Member
- (vi) General Secretary (Membership Affairs) ... Member -Convener
- (vii) Executive Secretary ... Member (without voting right)

- (V) Meeting of the Committee should be held at least two times in a year. Standing Committee on Science and Society :** A Standing Committee on Science and Society shall be constituted every three years to discuss various facets of Science and its Social Relations, to set-up their recommendations/suggestions. The composition of the Standing Committee on Science and Society shall be as follows :

- (i) General President ... Chairman
- (ii) General President-Elect. ... Member
- (iii) Three permanent Members

	of the ISCA Council nominated by the Executive Committee	...	Members
(iv)	Treasurer	...	Member
(v)	General Secretary, (Scientific Activities )	...	Member
(vi)	General Secretary (Membership Affairs)	...	Member -Convener
(vii)	Executive Secretary	...	Member (without voting right)

The Committee Meeting should be held at least two times in a year.

## **26. APPLICATION FOR MEMBERSHIP**

Applications for membership will ordinarily be dealt with by the General Secretary (Membership Affairs) at the Headquarters of the Association upto the 15<sup>th</sup> December. After that date, application forms for membership will be available at the Office of the Local Secretaries, who will open a separate account for collection of membership fees. The amount thus realised, together with list of members enrolled by them, unused cards, shall be forwarded to the General Secretary (Membership Affairs) immediately after the close of the Congress.

## **27. CHANGE OF REGULATIONS**

The following procedure shall be observed for making any addition to, or alteration in the Regulations of the Association :

- (A) Proposal for additions to, or alteration in, the existing Regulations may be made by the Executive Committee, the Council, the Members with voting right or the Honorary Members of the Association. Such proposals, along with amendments, if any and the opinions thereon, of the Executive Committee and the Council, shall be placed before the General Body for its consideration at its Annual Meeting during the Session of the Congress. The proposed changes shall then be forwarded to the Government for approval. The change(s) is approved by the Government shall only come into effect.
- (B) The General Body shall have at least one month's previous notice of the proposals made by the Executive Committee or by the Council. At least six week's previous notice of proposals made by Members with voting right or Honorary Members shall be given to the General Body.
- (C) Proposals by Members with voting right or Honorary Members shall be sent to the General Secretary (Membership Affairs) so as to reach him at least two months before the meeting of the General Body at which they are to be considered. The General Secretary (Membership Affairs) shall circulate such proposals to all Members with voting right and Honorary Members at least six weeks before the meeting of the General Body.

- (D) Any amendments to the proposals circulated in accordance with Regulation 29(C) shall be sent by Members with voting right or Honorary Members to the General Secretary (Membership Affairs) so as to reach him at least a month before the meeting of the General Body. Amendments to proposals from the Executive Committee or the Council shall reach the General Secretary (Membership Affairs), at least two weeks before the meeting of the General Body.
- (E) At the meeting of the General Body, the voting on such proposals and amendments, shall be in accordance with Regulation 15 and the proposals shall be accepted if three-fourth of the number of Members (with voting right) present, cast their vote in favour of the proposals.
- (F) Once, the amendments are proposed and recommended by the General Body, the same shall be submitted to the Government for approval. The amendment(s) shall come into effect only if approved by the competent authority i.e. Government of India.

## **28. ADDRESSES OF SECTIONAL PRESIDENTS**

- (i) The Sectional President shall deliver a Presidential Address, the time available for which will normally be 45 minutes. The manuscript of the address, ready for the press, should be received by the General Secretary (Membership Affairs) on or before 31<sup>st</sup> October of the calendar year preceding the session. The manuscript of the address of any Sectional President received beyond the above date shall be printed by ISCA Office only at its earliest convenience. It should be accompanied by 6 copies each of short popular summary (about 500 words for the press) and more detailed technical summary for publication in scientific journals.
- (ii) The President shall be entitled to receive 50 copies of his address without charge, and additional copies at cost.
- (iii) Postage and stationery expenses, not exceeding a limit to be decided by the Executive Committee from time to time, as may be incurred in connection with the work by the Sectional Presidents and Conveners of Panels to be appointed by the Standing Committee on Science and Society, will be borne by the Association on production of a certificate.

## **29. PROCEDURE FOR COLLECTION OF PAPERS FOR THE SECTIONS**

About the middle of April a printed circular will be forwarded to the President of each Section for sending these to workers in the branch of science with his Section is concerned, inviting them to contribute papers for presentation at the Session.

The circular will contain a clause inviting workers as are not yet members of the Association to join as such.

In case of papers by joint authors, each author must be a member.

**30.****SUBMISSION OF PAPERS**

- (i) All papers submitted for presentation at the Session of the Congress shall be forwarded to the Sectional President so as to reach him not later than 15<sup>th</sup> of September preceding the Session. The abstracts of only the papers received by the Sectional President on or before the 15<sup>th</sup> of September, and accepted for presentation at the Session, shall be printed in Part II of the Proceedings, such abstracts as do not conform to the requirements in respect of the limit in size etc. mentioned under Bye-Laws 3.(ii) will be withheld from publication even if the related papers be otherwise found suitable for presentation
- (ii) The NUMBER of papers, whether in single or in joint authorship, which could be accepted from a member for presentation at the Science Congress Session, is restricted to TWO. A copy of complete paper accompanied by an abstract, in triplicate, NOT exceeding ONE HUNDRED words and NOT containing any diagram or formula, should reach the Sectional President latest by SEPTEMBER 15 each year.
- (iii) All papers submitted for presentation at a Session of the Congress shall be checked by the General Secretary (Membership Affairs), in regard to the standing of the authors of the papers as members of the Association. Each paper together with a copy of its abstract shall be sent by Sectional President concerned to the General Secretary (Membership Affairs), after screening and acceptance, if found suitable. All reports of referees shall be confidential. The decision of the Sectional President regarding the acceptance of any paper shall be final.
- (iv) Abstracts of only the papers received by the Sectional President on or before the 15<sup>th</sup> September and accepted for presentation at the Session, shall be printed in Part II of the Proceedings. No paper will be entertained after 15<sup>th</sup> September.
- (v) **ISCA Programme for Young Scientists :** The programme enables Young Scientists to present their research work with opportunities to exchange ideas in relevant scientific problems with the counterpart and specialists. Only Members (Ordinary) who had paid their subscription on or before July 15 for the particular year and Life Members are eligible to apply for the ISCA Young Scientists Award Programme, provided their age does not exceed 32 years as reckoned on December 31, preceding calendar year of the Award.

Four copies of the full paper along with 4 copies of abstract in about 300 words shall have to reach the office of the General Secretary (Membership Affairs) on or before August 16, preceding year of the Award. Full name, designation, address and date of birth supported by appropriate certificate and the section where it is desired to be presented shall have to be indicated clearly on the top of the first page of the full paper as well as on the top of 4 copies of abstract. A Member could present only 1 paper in only 1 section and not a second paper with the same or any other contents in any other sections, for the year under consideration for competing in the ISCA Young Scientist Award Programme. The Awards will be given during the Science Congress Session.



### 31. PUBLICATION OF PROCEEDINGS

The Proceedings of the Indian Science Congress Association shall be published in three separate parts with the contents as follows :

<b>Part I</b>	Contents	List of Officers, Proceedings of the Inaugural Meeting of the Session (including the General Presidential Address)
<b>Part II</b>	”	Sectional Presidential Addresses, Abstracts of Platinum Jubilee Lectures, Papers accepted for presentation at the Session in accordance with Bye-Law 3.(iv), Symposium and Young Scientists Award Programme
<b>Part III</b>	”	All official matters, List of Members of the Association, Annual Report, Index.

The Part I and Part II of the Proceedings will be for sale but Part III will be preserved as an Office Document.

### 32. ISCA Fellowship

The Association shall also consist of Fellows who are selected according to Rules of Selection of Fellows to be decided from time to time by Executive Committee.

1. If no session is held in a year then ISCA Executive Committee will be authorized to hold the counting of ballots and announce the result of Election.
2. If the Association has proceeded against any member in due compliance of all formalities for violation of its rules and regulation and have arrived at a decision to expel such member from primary membership, such decision shall be ipso facto binding upon such member without raising any dispute whatsoever.

# Bye-Laws

## 1. Preamble

These Bye-laws are framed in respect of matters relating to management, administration, finance, personnel, purchase etc., of the INDIAN SCIENCE CONGRESS ASSOCIATION a Society registered under the Societies Registration Act, 1860 (Act XXI of 1860), hereinafter referred to as the Association.

The **Executive Committee/ General Body** is the supreme body for framing policies, rules and regulations in order to meet the objectives and to carry out the activities in the best possible manner however, such policies, rules and regulations are to be framed strictly in line with the extant Government of India guidelines on the subject and shall require approval / concurrence of the Government / Department of Science & Technology wherever applicable. The implementation is supervised by the office bearers who are elected from amongst Members of the Association.

In view of the unique character of the Association and its functions and activities not identical with those of any of the other organization like Government Departments, educational and R&D institutions etc., the Rules and Bye-Laws have to be necessarily framed in order to meet the Association's objectives in the best possible manner. However, it is difficult to frame rules / guidelines for all possible eventualities that may arise. If any area is not covered in these Bye-laws, the Association may adopt and will be guided by the corresponding rules provided by the Government of India.

All instructions/ OMs of MoF will be followed mutatis-mutandis in matters of recruitment, remuneration and other such financial matters. No deviation will be made without the specific approval of DST. All proposals for deviation may first be placed before the Finance and Establishment Committee. The same shall become effective only after the approval of DST.

In case of conflict between the Bye-laws and annexures thereto, the formulation in the Byelaws will prevail.

These Bye-laws will supersede all guidelines/ Bye-laws previously issued.

Notwithstanding anything contained in these Bye-laws, the power to amend any rules made herein shall vest with the Government of India in Department of Science and Technology.

# Functions and Duties

## 2. Interpretation

Unless there is anything contrary in the subject context

- i) 'Association' means the Indian Science Congress Association (ISCA).
- ii) 'Indian Science Congress Association' to be abbreviated to ISCA.
- iii) 'Council' means the ISCA Executive Council
- iv) 'President' means the General President of the Association.
- v) 'Year' means the calendar year.
- vi) 'Financial Year' means the period of twelve calendar months beginning from the first day of April ending on thirty first day of the following March.

## 3. General Clause

Nothing in Rules and Regulations of the Academy shall be inconsistent with these Bye-Laws, and in case of any such inconsistency, the Bye-Laws shall prevail.

## 4. Administration and Officers

The composition of the Committee is given in Regulation 8 above. The administration, direction and management of the affairs of the Association shall be entrusted to a Executive Committee.

## 5. Powers and Duties of the Council, President, Vice-Presidents

Powers and duties of Committee are governed by Regulations above

## 6. Duties and Functions of the Executive Secretary

The Executive Secretary shall be the Principal Executive of the Association. He/ she shall be responsible for the general administration and for implementation of the decisions of the Committees. He/she shall act under the general directions of the Office bearers and will be governed by the guidelines as may be laid down by the Committee and Office bearers. However, in case of any deviations from the extant Government guidelines on the subject, concurrence of the Department of Science & Technology shall be required. He/ she shall be appointed only on deputation. The incumbent is expected to actively contribute in the management/ co-ordination, growth and expansion of science promotion, international programmes, science policy studies/ science popularization and society related activities etc.

The Executive Secretary shall perform the following duties:

1. He/she will be responsible to the Office bearers and the Committee for realizing the objectives of the Association, as approved by the Committee;
2. It shall be his/her duty to carry out the work of the Association in accordance with the Rules and Bye-laws for the administration and management of the Association;
3. He/she shall allocate duties to the officials of the Association and shall exercise such supervision, control and discipline as may be necessary;

4. He/she may delegate his/her powers to junior Officers as per such limitations or conditions as may be imposed by him;
5. In case of emergency, he/she may take such action as may be necessary in consultation with the office bearers and report it to the appropriate Committee.
6. All members of the staff of the Association shall be under his administrative control;
7. Correspondence with the Members of the Association, where necessary, will be done by the Executive Secretary. He/she may, for this purpose, get the assistance of the Assistant Executive Secretary or any other officer / employee of the Association;
8. He/she will perform such other duties as may be assigned to him/her from time to time by the Office bearers or Committee.
9. He/she shall be responsible for adherence to GoI guidelines and instructions relating to appointment, expenditure, foreign travel, disbursement of pay and allowance to the sanctioned staff, signing of Annual Report and correspondences with DST, etc.
10. He/she shall assist the President of the Association in all administrative and financial matters of the Association and shall be responsible for adherence of Govt. guidelines in the decisions so taken. In absence of the Executive Secretary, senior most officer, duly authorized by the President, would be construed as Head of Administration.
11. All contracts by or on behalf of the Association shall be signed by the Executive Secretary.
12. The Executive Secretary may sue and be sued in the name of the Association in jurisdiction of West Bengal.
13. The Executive Secretary will attend all the meetings and will be responsible for proper recording of deliberations/discussions at the meetings and implementation of the recommendations/decisions taken by the Committees.

## **7. Committees of the Association**

The management and administration of the Association shall be facilitated by the Standing and other Committees constituted in terms of Regulations of ISCA.

# **Finance and Audit**

## **8. Finance, Accounts, Budget and Audit**

### **8.1 Accounts**

The Executive Secretary and Treasurer, jointly will ensure proper maintenance of the accounts of the Association. All important budgetary and other financial matters, including matters affecting the Government grants and other receipts shall be placed before the Finance and Establishment Committee for its consideration. He/She will act under the supervision of the General President (Membership Affairs) and will submit to him a quarterly statement of receipts and payments.

### **8.2 Budget Estimates**

The Budget Estimates for the ensuing year shall be prepared by the Finance and Establishment Committee in July each year. The Budget estimates will show under various heads:

- (a) Actual expenditure of the preceding year;
- (b) Revised estimates for the current year, indicating separately the actual expenditure up to the end of June in the current year and the anticipated expenditure for the remaining period of the year; and
- (c) Budget estimates for the ensuing year.

### **8.3 Appropriation:**

- a. All expenditure within the budget grant shall be approved and sanctioned by the authorities, as per ANNEXURE-I (to be seen) to these Bye Laws as amended from time to time.
- b. The funds of the Institute shall not be appropriated for expenditure on any item/scheme which has not been approved in the budget estimates by the Governing Body.

**8.4 Re-Appropriation:** Re-appropriation from one budget head to another budget head shall be only with the approval of Department of Science and Technology.

### **8.5 Receipts**

The mode of release of grants by the Government of India and its utilization will be in strict compliance to the prevailing guidelines. All money received for or on behalf of the Academy shall be deposited in the name of the Association with Nationalized Banks. All the surplus funds of the Association, not immediately required for expenditure, shall be invested in Public Sector Banks or Government approved institutions as per Section 11(5) of Income Tax Act as amended from time to time, by Executive Secretary / Treasurer in consultation with General President (Membership Affairs).

### **8.6 Payments**

Payments by or on behalf of the Association shall be made electronically. Cheques shall be issued only in case of exigency with the prior approval of the President. All bills for payment shall bear an endorsement "Passed for payment", which will be signed as per provisions of clause 10.5.

### **8.7 Sanction of expenditure**

The powers for incurring expenditure by various authorities of the Association shall be in accordance with the instructions issued in this regard by the Department of Science & Technology vide OM No AI/5/2/2021 dated 23.03.2021 (Annexure –I), as may be amended from time to time.

### **8.8 Signing of cheques**

The cheque signing authorities and the monetary limits will be as decided by the Executive Committee from time to time.

### **8.9 Audit and appointment of auditors**

The accounts of the Association shall be audited annually by a firm of Chartered Accountants, i.e Statutory Auditors, as defined in Chartered Accountants Act 1949 (Act XXXVIII of 1949), appointed by the Executive Committee and any expenditure incurred in connection with such audit shall be payable by the Association to the Auditors.

The accounts of the Association shall also be subject to audit by the Comptroller & Auditor General of India, as per provisions of the General Financial Rules of Government of India.

#### **8.10 Publishing of accounts in the Association's Annual Report**

On closure of the accounts for a given Financial year, but not later than the following 30<sup>th</sup> September, the Executive Secretary shall cause to compile Annual Accounts of the funds of the Association, comprising Income and Expenditure Accounts and Balance Sheet.

The Association shall publish in its report these accounts along with the Audit Report.

#### **9. Write-off of Losses**

Profits and losses due to revaluation, stock taking or other causes shall be duly recorded and adjusted where necessary. The Association shall not have any powers to write off losses. Such cases, shall be placed before the Finance and Establishment Committee for recommendations and matter shall be referred to the Department of Science & Technology for approval.

#### **10. Legal Consultancy**

The Executive Secretary may seek legal advice on any matter as per need. The Association shall engage panel Counsel engaged by the Department of Legal Affairs Government of India and shall be responsible to defend any such court case, as and when required, on behalf of both the Government of India and the Association.

#### **11. Record Retention Schedule**

The Record Retention Schedule shall be as per the extant Government Instructions / guidelines on the subject.

#### **12. Fees & Honorarium**

As per Govt. of India Rules

### **Service Matters**

#### **13. Management and Administration - Service Matters**

##### **13.1 Creation of posts**

No posts shall be created over and above the existing sanctioned posts. The power to create/upgrade any post is vested in Government of India in Ministry of Finance. If need be, the Finance and Establishment Committee may make recommendations after due assessment and a proposal with the approval of the Executive Committee shall be submitted to the Department of Science & Technology for obtaining the required approval of the appropriate

authority. The Association shall not operate any post without the prior approval of the competent authority.

**13.2. Appointments:** All appointment shall be made against sanctioned posts. For this purpose, the Association shall frame and put in place Recruitment Rules for all sanctioned posts. Recruitment shall be made only against vacant posts after following due procedure of wide publicity in a transparent and fair selection process.

### **13.3 Appointing authority**

Appointing authority for all the regular full time employees of the Association will be the President of the Association.

The appointments shall be made within the overall sanctioned strength. All appointments will be reported to the Finance and Establishment Committee and the Executive Committee and also all appointments, retirements and resignations shall be reported at the annual General Meeting of the Association.

### **13.4 Recruitment Rules**

Recruitment Rules for each sanctioned post will be approved and amended by the Executive Committee from time to time. The same shall be on the lines of model recruitment rules and guidelines issued by DOP&T from time to time.

### **13.5 Contractual appointments**

Contractual appointment on a consolidated salary may be made as per requirement of the Association depending upon the exigency of work, by the Executive Secretary and General President (Membership Affairs).

### **13.6 Appointment of consultants/ advisors**

The Association may hire consultants on contractual basis for conducting specific work for a specific period upto one year. This term can be extended further depending on the need of the consultant. In no case anyone over 65 years of age shall be hired as consultant. The number of consultant should not be more than 5 percent of total approved staff of the Association. The Association will offer suitable consolidated remuneration fee to the consultant as per Government of India norms. The maximum emoluments shall be last pay minus basic pension plus DA in case of retired Government Officers / Officers of the Association. The amount of remuneration so fixed shall remain unchanged for the term of the contract without any annual increment/percentage increase. Though no DA or HRA shall be admissible, an appropriate and fixed amount as transport allowance may be allowed not exceeding the rate applicable to the appointee at the time of retirement. The consultancy shall be governed by Consultancy rules as amended by Govt. of India from time to time.

### **13.7 Stipendiary Interns**

The Executive Secretary may engage stipendiary interns to help in the various programmes of the Association. Such interns may be engaged on purely temporary basis for one year, extendable for another two years. Stipend will be as per GOI norms.

**13.8** All contractual appointments and appointment of consultants and stipendiary Interns along with their terms of appointment should be placed before the Finance and Establishment Committee for ratification/information. Extensions of these appointments beyond the initial tenure shall only with the approval of Finance and Establishment Committee.

#### **14. General Service Conditions**

As per Govt. of India Rules

#### **15. Conduct Rules**

Provisions of CCS(Conduct) Rules, 1964 shall be applicable for the employees of ISCA. Reference to “Government” & “Govt. Servant” in the said Rules shall be construed as reference to the Association & employee in the service of the Association respectively.

#### **16. Right to Information**

As per Govt. of India Rules

#### **17. Disciplinary Action**

##### **17.1 Appointing, disciplinary and appellate authorities**

President, IISCA will be Appointing/Disciplinary Authority and Executive Committee will be Appellate Authority for all posts.

**17.2 Disciplinary Rules :** ISCA Executive Committee shall frame a disciplinary rules for its employees on the lines of CCS (CCA) Rules, 1965 with the approval of DST. Till such time these Rules are framed, CCS(CCA) Rules 1965 would be applicable to the employees of ISCA subject to the following :

- i. Reference to the “Government Servant” in the CCS(CCS) Rules, 1965 shall be construed as reference to the “employees in the services of the Academy”.
- ii. Reference to “President” in the Central Civil Services (Classification, Control and Appeal) Rules shall be construed as reference to the Minister in charge of Department of Science and Technology.
- iii. Cases relating to Revision/Review shall be submitted to Department of Science and Technology
- iv. Orders made in the name of the President of the Association under the Central Civil Services (Classification, Control and Appeal) Rules shall be authenticated by the signature of the Officer designated for the purpose by the President of the Academy.

#### **18. TA/ DA to Members of the Council, National Commission and Fellows attending Anniversary General Meeting**

##### **18.1 Fare**



As per Govt. of India Rules

**18.2 Journey by own car – outstation**

Road mileage will be allowed as per rates approved by Government of India only if the same is as per the extant Government guidelines.

**18.3 Daily allowance**

Daily allowance will be admissible as per Government of India guidelines.

**18.4 Conveyance charges (Local)**

Members of the Committees staying at outstation, attending meetings, will be paid actual conveyance charges from office/ residence to Airport/ Railway Station/ Bus Stand to the place of their stay and to the venue of the meeting and back.

Members residing locally at the place of meetings will be paid actual conveyance charges. In case of journey by own car, conveyance charges shall be calculated as per the rates prescribed by the Government of India.

**18.5 Local conveyance to staff members**

The staff members who are required to attend office on holidays or to stay in office for more than one and a half hour after office hours or attend office in the morning more than one and a half hour prior to office time during the week days, he/ she will not be entitled to any local conveyance charges.. However, the Multi-tasking staff shall be entitled to the following:

Multi-Tasking Staff	Local conveyance charge at the rates as per Govt. of India rules/ Compensatory off with the prior approval of the Executive Secretary
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**19. Pay, Allowances, Increments, Advance Increments, Stagnation Increments**

Government of India, Department of Expenditure/Department of Science & Technology instructions, Fundamental Rules of Government of India shall prevail at all times.

**20. General Provident Fund, Retirement benefits/Pension and New Pension Scheme**

Pensionary/Retirement benefits shall be as per Govt. of India Instructions issued from time to time. For employees recruited on and after 01.01.2004, New Pension Scheme shall be applicable.

**21. Advances**

The advances will be admissible to ISCA staff as per Govt. of India Rules subject to availability of funds.

**22. Traveling Allowances (TA/DA)**  
As per Government of India Rules.

**23. Leave Travel Concession (LTC)**  
As per Government of India Rules.

**24. Telephone facility for employees**  
As per Government of India Rules.

**25. Leave Rules**  
As per Govt. of India Rules.

Leave of all kinds not exceeding three months will be sanctioned by the Executive Secretary or by any other Officer to whom this power is delegated. Leave exceeding three months will be sanctioned by the General President (Membership Affairs) of the Association.

**26. Definition of Family**  
As contained in Government of India Rules relating to specific subject.

**27. ISCA Medical Scheme**

Medical Scheme as framed by the Executive Committee and as approved by the Department of Science & Technology.

**28. Group Insurance Scheme**  
As Approved by the Executive Committee as per agreement with LIC of India.

**29. Annual Performance Assessment Report (APAR) of the Employees**

In respect of all employees, Annual Performance Assessment Report (APAR) will be submitted w.e.f. 2022 as per the work channels.

Based on the self appraisal submitted by the Officer, APAR would be written by Reporting Officer to whom the employees were immediately responsible for the allocated work and shall be Reviewed by the Officer at-least one level above.

Time-lines for submission of the APARs shall be in accordance with the extant GoI guidelines as amended from time to time.

**30. Obedience to Rules, Regulations and Bye-laws**

During the period of his/her service every employee shall observe, obey and abide by the Rules made from time to time by the Executive Committee and all standing orders passed by the Executive Secretary. Any disobedience shall be dealt with accordingly.

**31. Specific Work**

Every employee shall perform such duties as may be entrusted to him/ her, to the best of his/ her ability, carry out the directions of the Executive Committee, Office Bearers, Executive Secretary and any other authority according to Rules and Bye-laws of the Academy and standing orders of the Association.

### **32. Whole Time Service**

An employee shall devote his/her whole time to the service of the Association and shall not engage himself/ herself directly or indirectly in any other activity, unless permitted by the Executive Secretary or an Officer to whom the power in his behalf has been delegated by the Executive Secretary, or absent himself/ herself from duty, except in the case of accident or sickness certified by a competent medical authority or by prior sanction of leave of absence.

### **33. Working Hours/Days**

The Association will function 7 days a week, 24 hours a day (round the clock). Staff may be put on duty by rotation for this purpose. The working hours shall be decided by the Executive Secretary for rotational duties, including all holidays. The total number of working hours per week shall, however, be 40 hours.

Staff put on duty on Sundays/holidays/off-days shall be entitled to compensatory off/ conveyance etc. as per Clause 12.5. All regular staff members without any exception will mark their attendance (arrival and departure time) in the Attendance Recorder. Deductions of CL/ EL/ EOL on account of late coming will be made as per policy approved by the Executive Secretary.

### **34. Outsourcing of Services**

The Executive Secretary may outsource any of the services/ work through outside agency as per needs of the Association with the approval of General President (Membership Affairs). Such instances shall require appropriate justification and shall be placed before the Executive Committee for ratification.

### **35. Purchase and Works Management**

The Association shall follow General Financial Rules (GFR) in all its financial transactions including procurement of goods and services through Government e-Marketplace (GeM). In exceptional cases/ exigencies, President or his designated officer shall be empowered to waive-off any condition.

### **36. Service Contracts**

Annual maintenance contracts of machineries of sophisticated and sensitive nature and of heavy installations including those of proprietary nature shall be given on competitive rates as per the GFR guidelines.

Service contracts for fire & water management, DG set operation, electrical, air-conditioning operation, net-working, computer maintenance, EPABX maintenance, security, etc. may be given on competitive rates as per the GFR guidelines.

Service contracts will be through GeM and only in the case of the non-availability of the service through GeM, procurement through GFR guidelines should be considered.

### **37. Contracts with other Parties**

All contracts by or on behalf of the Association shall be signed by the Executive Secretary or by an Officer of the Academy empowered by him.

The Executive Secretary may sue and be sued in the name of the Academy.