

# **BYE – LAWS**

**OF**

**MORARJI DESAI NATIONAL INSTITUTE OF YOGA  
NEW DELHI**

(Approved by HFM and Governing Council in its 9<sup>th</sup> meeting held on 23.04.2008)

## **PART-I GENERAL**

1. In exercise of the powers conferred by Rule 46 of the Memorandum of Association of Morarji Desai National Institute of Yoga, the Governing Council hereby makes the following bye-laws, namely:-

### **Short title:-**

- a) These bye-laws may be called the Morarji Desai National Institute of Yoga Bye-laws, 2008.
- b) They shall come into force on such date as may be specified by the Governing Council.

## **Part II - BYE-LAWS FOR THE CONDUCT OF BUSINESS**

### **2. Urgent Matters:**

Any urgent matter, which in the opinion of the Director or the Chairperson for the reasons to be recorded on the relevant files should not be kept pending till the date of the next meeting of the Governing Council, may be got approved from the Chairperson and such matter and the action taken thereon shall be placed before the next meeting of the Governing Council for ratification.

### **3. Recommendation of matters by the Governing Council:**

No subject matter disposed off by the Governing Council at a meeting shall be brought up again for consideration until and after the expiry of one year unless the matter so decided has been affecting adversely the interest of either the Institute, Government of India or any other concerned individual/s and except in a case where the Chairperson or the Government certifies that the *subject* matter requires further consideration in the interest of the Institute.

**4. Authentication of orders and Decisions of the Governing Council:**

All orders and decisions of the Governing Council shall be authenticated by the Director under his signatures, or any other person authorized by the Governing Council in this behalf.

**5. Allowances to members:**

(1) The members of the General Body, Governing Council and Standing Committees who are officers of the Central Government or State Government, shall normally receive traveling allowance and daily allowance from the source from which they draw their salaries at the rate admissible to them.

(2) The members of the General Body, Governing Council and Standing Committees shall not receive any pay, fee, remuneration or other allowances except traveling and daily allowances for attending the meetings.

(3) In the case of members of the General Body, Governing Council and Standing Committees other than those mentioned in sub bye-laws 5 (1), traveling and daily allowances shall be paid at the rates prescribed from time to time by the Central Government under SR 190 and orders there-under.

(4) The Director may, for special reasons to be recorded in writing, sanction journeys by air to only those members of the General Body, Governing Council, Standing Committees, Adhoc Committees etc. and also such expert committees constituted from time to time in the interest of the Institute if they are eminent personalities in their field of work and whose normal mode of travel is by air.

(5) The Director is also authorized to make suitable arrangements for the stay of a member of General Body, Governing Council, Standing Committees and any other special committee of the Institute.

**6. Returns and Information:**

The Institute shall furnish to the Government such returns and other information that the Government may require from time to time.

**7. Ad-hoc Committees:**

(i) The Chairperson of the Governing Council may create an Ad-hoc Committee for a specified period on any subject relating to the Institute. Such Committees will be chaired by the Director of the Institute with members to be drawn from other existing Committees including Standing Finance Committee, Scientific Advisory Committee and Academic Committee who are concerned with the subject. The Director of the Institute will be the Convener of such Committees. An officer of the Institute nominated by Director of the Institute may be the member Secretary of such a Committee. The findings of these Committees alongwith their recommendations shall be placed before Governing Council for a final decision.

**PART - III CONDITIONS OF SERVICE****8. Employees to be whole time Servants:**

All employees of the Institute unless otherwise qualified, will be whole time employees of the Institute and the institute reserves the right to utilize their services in such manner as may be required.

**9. Permanent and Temporary Post:**

A post in the Institute shall be either a “permanent post” that is, a post carrying a prescribed rate of pay sanctioned without any limit of time, or a “Temporary Post”, that is, a post carrying a prescribed scale of pay sanctioned for limited time.

**10. Creation, abolition and classification of Posts:**

Creation, abolition and Classification of posts should be as per Government Rules issued on the subject from time to time, which will be applicable to the Institute.

**11. Appointing, Disciplinary and Appellate Authorities:**

The Appointing, Disciplinary and the Appellate authorities for the various categories of posts under the Institute shall be as indicated in the schedule I.

**12. Method of Recruitment:**

(i) Recruitment to posts under the Institute may be made:

- a) by direct recruitment; or
- b) by promotion; or
- c) by appointment of a person on deputation/foreign service, or transfer or
- d) on contract basis (Short Term or Long Term) or
- e) Outsourcing

(ii) There shall be recruitment rules for each post or group of posts. These rules shall be approved by the Governing Council. While framing recruitment rules, the general/specific instructions/guidelines issued by the Government from time to time shall be kept in view.

**13. Appointments:**

The appointment to any post in the Institute shall be made in accordance with recruitment rules framed under Bye-law 14. Where no recruitment rules have been framed in relation to any post, the appointing authority shall prescribe the age, experience and other qualifications for appointment to a post in the Institute, keeping in view the age, qualification, experience etc. prescribed by the Government for similar posts provided that nothing in the Bye-laws No.14 and 15, shall apply to such candidates and employees of the erstwhile Central Research Institute (Yoga) as were in position or holding a lien on 1<sup>st</sup> April, 1998.

**14. Appointment to the post of Director:**

(i) The Director shall be appointed by the President of the General Body of the Institute. The Recruitment Rules and conditions of service of the Director shall be decided by the Governing Council from time to time. The Recruitment to the post of Director will be as per rules laid down for the purpose in the Recruitment Rules.

(ii) In the event of the Director proceeding on leave, resigning or voluntarily retiring or retiring or the post falling vacant in any other eventuality, till such time a new Director is appointed, the Chairperson of Governing Council may appoint the senior most Officer of the Institute or nominate any officer of the Ministry to look after the functions of the Director with prior approval of President of the General Body.

(iii) The Director so appointed as in sub clause (ii) above shall have the same authority/powers as the Director appointed under sub-clause (i) except disciplinary powers which will be exercised in such cases by the Chairperson Standing Finance Committee.

**15. Reservation of posts for scheduled castes/tribes/other backward classes or any other Categories from time to time:**

While making appointments to posts in the Institute, the appointing authority shall observe Government rules and orders in force regarding reservations and other concessions admissible to the Scheduled Castes, Scheduled Tribes, Other Backward Classes etc. or other categories as may be prescribed by the Government from time to time.

**16. Application Fee and Traveling Allowance for attending interview:**

(1) The outside candidates applying for Group 'A' and 'B' posts in the Institute shall pay such application fee for each post as may be fixed by the Director of the Institute from time to time provided that Scheduled Castes/Scheduled Tribes candidates or Other Backward Classes displaced persons and such other categories as may be prescribed by Government from time to time, shall be granted such concessions as are admissible under Government orders from time to time.

(2) Candidates selected for an interview for a post in the Institute may be paid traveling allowances as admissible under Government orders issued from time to time.

**17. Fitness:**

No person shall be appointed to any post by direct recruitment unless:

- i) The concerned person is found medically fit by competent authority as per Government Rules;
- ii) The Appointing Authority is satisfied that the concerned person is suitable in every other respect for appointment to the post;
- iii) The Appointing Authority is satisfied that the concerned person possesses good character and antecedents; and
- iv) There is no other reason which render him/her unfit for a service under the Institute/Government in any manner.

**18. Grant of Advance Increments on Initial Appointments/Termination of service:**

The Appointment Authority may, on the recommendation of the Selection Committee, supported by adequate justification, grant advance increments, not exceeding five, in consideration of his special qualification and experience to a candidate on his initial appointment to a post in the Institute subject to the relevant provision of FRs/SRs and such other orders as may be issued by the Government in this regard from time to time.

**19. Period of Probation:**

(1) Every person appointed to a Group 'A' 'B' 'C' or 'D' posts shall be on probation as per the Recruitment Rules. During the period of probation, the employee shall be required to put in satisfactory service failing which his service shall be liable to be terminated at any time without assigning any reason as per provisions of the relevant rules followed in the Central Government for such cases. The Appointing Authority may, however, extend the period of probation for reasons to be recorded in writing.

(2) Where a person appointed to a post under the Institute on probation, i.e. during his period of probation, is found unsuitable for holding that post, or has not completed his period of probation satisfactorily, the Appointing Authority may:

- (i) In case of a person appointed by direct recruitment as a departmental candidate, revert him to the post held by him immediately before such higher appointment.
- (ii) In the case of a person appointed by direct recruitment, terminate his services from the Institute as per Sub-clause (1) above.

## **20. Temporary and Permanent Services/Termination by Services:**

Temporary and Permanent Services and termination of service of temporary/permanent employees will be regulated by the relevant rules and regulations followed in the Central Government.

## **21. Scales of Pay of Posts and other allowances:**

The Governing Council with the prior approval of the Government shall be competent to make changes in the pay scale of any post or category/categories of post as may be deemed necessary from time to time.

## **22. Leave:**

The employees of the Institute shall be governed mutatis mutandis under the Central Civil Services (Leave) Rules, 1972, of the Central Government as amended from time to time.

## **23. Superannuation:**

The age of superannuation of the employees of the Institute shall be as per Government of India's decision in force from time to time.



The age of superannuation will not be extended in any case and prior action must be initiated by the concerned authority well in time to fill up the forthcoming vacancy so that there is no gap in the superannuation date and the date of appointment of the substitute of the officer/official superannuating. However, in exceptional cases the services of the Director or a Group A officer working on a project requiring exceptional talent may be retained for a period of six months at a time but not more than for a total period of two years for reasons to be recorded in writing on the merits of each such case and subject to physical fitness and continued efficiency of the officer concerned by the Competent Appointing Authority.

#### **24. Application of Fundamental Rules and the Supplementary Rules:**

In regard to all matters concerning the service conditions of the employees of the Institute, the Fundamental and Supplementary Rules and General Financial and Delegation of Financial Powers Rules framed by the Government and such other Rules and Orders issued or may be issued by the Government from time to time shall mutatis mutandis apply to the employees of the Institute as amended from time to time except to the extent otherwise covered specifically by the Rules & Regulations and Bye-laws of the Institute.

#### **25. Prohibition of Private Practice:**

Private or consulting practice by any of the employees of the Institute is prohibited.

#### **26. Conduct, Discipline, Penalties and Appeals:**

The following Rules and any other executive orders issued thereunder by the Central Government will be applicable to all employees of the Institute in the manner and to the extent as indicated below:-

- (1) The Central Civil Services (Conduct) Rules, 1964, as amended from time to time shall apply mutatis mutandis to the employees of the Institute.

(2) The Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time, shall mutatis mutandis, apply to the employees of the Institute.

a) Except where specifically provided otherwise the General Body shall exercise the same powers in respect of its employees as are exercisable by the President of the Union of India in respect of Central Government Employees. The Disciplinary Authority, the Appellate Authority for employees and the penalties that they may impose shall be as in the Schedule to these Bye-Laws.

b) In respect of Central and State Government servants on deputation to the Institute, the provisions respectively of Rules 20 and 21 of the Central Civil Services (Classification, Control and Appeal) Rules 1965 as amended from time to time shall apply and the General Body shall exercise the functions of the Central or the State Government, as the case may be, for the purpose.

#### **27. Appointments on Contracts:**

Notwithstanding anything contained in these Bye-Laws the Institute may, in special circumstances, appoint a person on a contract for a period of two years with a provision of renewal for a further period of one year at a time subject to the total period of contract not exceeding 5 years in each case. The contract shall be in the form prescribed by the Governing Council.

#### **28. Project and Project Employees:**

(1) The Institute may accept such projects as may be approved by the Governing Council or by the Director in accordance with the guidelines laid-down by the Governing Council. The Director may employ suitable persons for the purpose on such terms and conditions as may be determined by the rules to be framed from time to time and approved by the Governing Council.

(2) Until detailed rules are framed and approved by the Governing Council, the Director with the approval of the Chairperson is empowered to accept projects and funds for research programmes from outside agencies subject to the condition that the objectives of the project/ research programme are of relevance to the main objectives of the Institute and are of value to National Health Programmes.

### **29. Triple Benefit Scheme:**

(1) Besides Contributory Provident Fund, the Institute may constitute a suitable scheme for providing gratuity and pension to the employees of the Institute on the basis of the triple benefit scheme in vogue in other academic Institutions in consultation with the Central Government.

(2) Defined Contributed Pension Scheme: New entrants in the Institute with effect from 1st January 2004 or any subsequent date, as may be decided by the Standing Finance Committee and Governing Council, may be authorized to join the Defined Contributed Pension Scheme as may be approved by the Central Government for its employees, after due notification and acceptance by the Governing Council/ Standing Finance Committee of the Institute in respect of such employees or group of employees or individual employees as may be allowed to join the scheme.

(3) The proper account of the contribution so received shall be maintained in such a manner as may be authorized under the scheme and as may further be directed by Governing Council and Standing Finance Committee. Director shall be responsible for the maintenance of proper accounts and furnishing such reports and returns periodically or at such interval of time as may be prescribed under the scheme or such directions or instructions issued by the Standing Finance Committee and /or Governing Council or in the opinion of the Director of the Institute as are necessary from time to time.

### **30. Consultancy Services:**

The Institute shall provide consultancy services on terms and conditions to be approved by the Governing Council of the Institute.

**31. Foreign Service/Deputation:**

The employees of the Institute may be transferred or sent on deputation or on foreign service within or outside India which is in the Interest of the Institute. For this purpose, all rules/regulations, orders etc. on the subject being followed by the Central Government will be applicable to employees of the Institute.

**32. Lien:**

For the purpose of lien, all employees of the institute will be regulated by rules and regulations etc. being followed in the Central Government on the subject.

**33. Medical Facilities for Employees:**

Employees of the Institute and members of their families shall be entitled to such medical aid as is admissible to Central Government Servants of similar categories under the CS Medical Attendance Rules.

**34. Leave Travel Concession:**

The employees of the Institute will be entitled for Leave Travel Concession (Home Town, any place in India) as per Government of India Rules in this regard from time to time.

**35. House Rent Allowance:**

Such of the employees of the Institute as are not provided with Institute's accommodation shall be entitled to House Rent Allowance at such rate as may be approved by Government of India from time to time.

**36. House Building Advance/other advance:**

Any such advances may be granted to the employees of the Institute as per Government rules in force from time to time.

**37. Other conditions of Service:**

In respect of matters not provided for in these Bye-laws, the rules as applicable to Central Government Servants regarding the general conditions of the service, pay, allowances including traveling and daily allowances, leave salary, joining time, foreign services terms etc. and orders and decisions issued in this regard by the Central Government from time to time shall apply mutatis mutandis to the employees of the Institute.

**PART IV - FINANCIAL BYE-LAWS****38. Preparation and sanction of Budget Estimates:**

1. The Director will prepare and present the budget to the Standing Finance Committee, Governing Council and General Body, as required under Rule 49 of the General Financial Rules.

2. Should it be proposed, during the course of a financial year, to finance any scheme which has not been included in the estimates for that year, the sanction of the Governing Council shall be obtained to the method proposed for financing it whether that be by means of supplementary grant or from the balances or by re-appropriation within the sanctioned estimates. The Director shall maintain in his office a Budget Register in which he will enter the grants received from the Government of India and any money received from other sources and shall show all amounts allotted for expenditure on specific heads for specific purposes. The Director shall furnish annual certificate to the Auditor as to the correctness of the annual balance.

3. No schemes shall be sanctioned and included in the budget estimates without recommendations of Standing Finance Committee and approval of the Governing Council.

4. Notwithstanding anything mentioned in sub para (3) above and subject to the availability of funds, an additional grant for any approved scheme or new emergent expenditure, for the purposes and objects of the Institute for individual items can be sanctioned upto the following limits.

Chairperson of Governing Council	Rs.10.00 lakh
Chairperson of Standing Finance Committee	Rs. 5.00 lakh
Director	Rs. 1.00 lakh

**39. Communication of sanctioned Budget Estimates:**

One copy of the finally sanctioned estimate will be supplied to the Auditor. All variations in the estimates sanctioned by the competent authority during the year shall be similarly communicated.

**40. Appropriation:**

1. The funds of the Institute shall not be appropriated for expenditure on any item which has not been approved by the competent authority under these bye-laws.
2. The primary Unit of appropriation shall be a major head which may further be divided into minor heads subordinate thereto. The major and minor heads of account shall be such as may be approved for the budget estimates of each year.

**41. Re-appropriation:**

The Director shall have the powers to re-appropriate funds from one minor head of appropriation to another within a primary unit. Re-appropriation from one primary unit to another can be done by the Director only with the approval of the Standing Finance Committee provided that the exercise of these powers shall be subject to such general/specific orders/guidelines as may be issued by Government in this regard from time to time.

**42. Expenditure Sanction:**

1. The Director shall keep a watch over expenditure against the grants sanctioned by the Governing Council and in cases where expenditure has exceeded or is likely to exceed, the sanctioned grant, take steps to provide an additional grant, or make re-appropriation from anticipated savings under other units of appropriation.
2. No expenditure from the funds of the Institute shall be incurred without the sanction of the Competent Authority.

3. The Director shall have full powers to sanction the incurring of expenditure on any item included in the budget and sanctioned by Competent Authority.

4. A sanction to incur expenditure will not become operative until there has been an appropriation of funds under these bye-laws to cover it.

**43. Contracts, Agreements and other formal transactions:**

The Director shall after obtaining approval of the Chairperson of Governing Council, sign and execute on behalf of the Institute all Agreements, Contracts, Negotiations, Compromises, Deeds, and Bonds etc. which may be necessary for the proper conduct of the business of the Institute and keep a proper record of these documents/transactions.

**44. Bank Account:**

(1) The funds of the Institute shall be lodged and transacted through a Current Account with any Nationalized Bank. However, part of such balance in the Bank as may not be required for expenditure for sometimes may be kept in any Interest-Bearing Accounts by investing the funds in short term fixed deposits or by keeping on savings funds of the bank as reserve fund as per rules of the bank. As and when the balance kept in interest bearing accounts is required for expenditure, the same may be re-transferred to the Current Account.

(2) All cheques on the bank account be signed and all bills notes and other negotiable instruments be drawn, accepted and made on behalf of the Institute by the joint signatures of

(i) Director and

(ii) Any one of the following officers duly designated in writing by the Director for this purpose.

(a) Assistant Director (Administration);

(b) Administrative Officer;

(c) Accounts Officer; and

(d) Accountant.

(3) All cheques, bills notes and other negotiable instruments may be negotiated by the Director after approval of the Governing Council.

(4) Director may, if so desired in the interest of the Institute's functioning, delegate financial powers upto Rs. 2,500/- to any officer of the Institute mentioned in the clause 43(2) (ii) (a), (b), (c) and (d) above for carrying out the day to day work under emergent circumstances. However, the Director will have overall responsibility of exercising such powers as per rules and accountable for actions taken by any such officers to whom the powers are delegated by him under these provisions.

#### **45. Drawal of Funds and Maintenance of Accounts:**

1. Funds shall be drawn from the bank by means of cheques in the manner laid down in the bye-laws. Cheque books will remain in the personal custody of the Director or any other person/s as may be authorised by the Director on his behalf.

2. The various officers employed under the Institute will submit all new changes and any demand of funds to the Director of the Institute. The claims for pay and allowances and travelling allowances of officers and contingent bills will be drawn in the prescribed forms and submitted to the Director for payment. All bills will be checked and passed for payment by the Accounts Officer/Drawing and Disbursing Officer/ Accountant who may be authorized by the Director. The contingent and traveling allowance bills will be countersigned by the Director or by any other officer authorized by the Director on his behalf, before these are passed by the Accounts Officer/Drawing and Disbursing Officer/ Accountant for payment. The monthly pay and allowance bills shall be received directly by the Accounts Officer/Drawing and Disbursing Officer/Accountant and passed by him. Payment will be made by means of demand drafts or cheques as the case may be.

3. The Director shall maintain proper accounts of all the money and other related records/properties in respect of the affairs of the Institute and shall prepare an annual statement of accounts including the Balance Sheet in such form as may be prescribed by the Governing Council of the Institute acceptable to the Auditor of the Institute. The Director will be assisted by the concerned officer handling account of the Institute/Drawing and Disbursing Officer/Accountant who will advise the Director for accuracy and completeness of the accounts of the Institute.



4. The Primary Accounts of the Institute will be maintained in the following forms:-
- a) The Cash Book/Ledger;
  - b) The Register of Securities;
  - c) The Receipt Book;
  - d) The Register of Stock of Cheque Books;
  - e) The Register of Stock of Receipt Books;
  - f) Register of Stock of non-expenditure Articles;
  - g) The Register of leave salary and pensionary contributions;
  - h) The Register of advances, permanent and temporary; and
  - i) The Annual Accounts.
5. The functions of the Auditor of the MDNIY will be exercised by the Comptroller and Auditor General of India or any persons appointed by him in this behalf.
6. Director/Accounts Officer/Drawing and Disbursing Officer/Accountant will apply a check of the nature of pre audit of all payments from the Institute funds and will maintain all relevant records/ registers in such forms as may be necessary in the circumstances in each case in the following nature:
- i) Establishment audit register;
  - ii) Register of pay and allowances of officers of the Institute who are treated at par with gazetted officers of the Government of India;
  - iii) Traveling allowance register;
  - iv) Contingent register;
  - v) Register of special charges;
  - vi) Objection book relating to irregular payments;
  - vii) Adjustment registers;
  - viii) Register of financial orders, delegations, etc.;
  - ix) Register of recovery from advances/ loans sanctioned/ allowed to any employee; and
  - (x) Any other register or record as may be necessary in the particular case.

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

8. All sanctions, orders, of delegation of competent authorities under the Rules and Regulations or these Bye-laws affecting Institutes account shall be reduced to writing and communicated to Accounts Officer.

**46. Financial powers of the Director:**

Unless otherwise provided in the Rules and Regulation and bye-laws, the Director may exercise the financial powers vested in the Head of the Department under the Delegation of Financial Powers Rules, 1978, the General Financial Rules, the Fundamental Rules, the Supplementary Rules and the Treasury Rules etc. of the Government of India as amended from time to time. The Director may also exercise the powers specified in Schedule-II attached to these Bye-Laws subject to the limits and other conditions as mentioned against each item therein.

**47. Approval of Annual Accounts:**

The Director shall approve the un-audited accounts statement of the Institute and furnish to the Auditors for conduct of Audit. After audit is conducted, he/she shall place the audited accounts with audit certificate before the Standing Finance Committee / Governing Council.

**48. Amendment of Bye-Laws:**

Any amendment to the bye-laws including this particular Bye-Laws shall require the prior approval of the Governing Council and the Government of India.

**SCHEDULE-I**

(Para-11)

**Appointing, disciplinary and appellate authorities for various posts in Morarji Desai National Institute of Yoga, New Delhi.**

Authorities Competent to impose penalties and penalties which it may impose with reference to Rule-11 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, as applicable to Morarji Desai National Institute of Yoga, New Delhi.

Sl. No	Description of Posts	Appointing Authority	Imposition of Penalties under Rule-11 of the CCS (CCA) Rule, 1965		Appellate Authorities	
			Minor	Major	Minor	Major
			4	5	6	7
1.	Group-A post in the Institute, Director	President, General Body(With prior approval of the Government)	Chairperson of Governing Council	President of General Body	President of General Body	Central Government Ministry of Health & Family Welfare (Department of AYUSH)
2.	Group A post in the Institute other than the post of Director	President, General Body	Chairperson of the Governing Council	President of the General Body	President of General Body	Central Government, Ministry of Health and Family Welfare (Department of AYUSH)
3.	Group-B in the scale of Rs. 6500-10500	Chairperson, Standing Finance Committee	Chairperson, Standing Finance Committee	Chairperson, Standing Finance Committee	Chairperson, Governing Council	Chairperson, Governing Council

4.	Group-B post other than in the scale of Rs. 6500-10500	Director, Morarji Dasai National Institute of Yoga, New Delhi	Chairperson, Standing Finance Committee	Chairperson, Standing Finance Committee	Chairperson, Governing Council	The Chairperson, Governing Council
5.	Group C and D posts	Director, Morarji Dasai National Institute of Yoga, New Delhi	Director, Morarji Dasai National Institute of Yoga, New Delhi	Director, Morarji Dasai National Institute of Yoga, New Delhi	Chairperson, Standing Finance Committee	Chairperson, Standing Finance Committee

\*Group- 'A' post includes posts carrying a pay or scale of pay with a maximum of not less than Rs. 13,500.

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

\*Group- 'C' post carrying a pay or scale of pay with a maximum of over Rs. 4000/- but less than Rs. 9000/-

\*Group- 'D' post carrying a pay or scale of pay the maximum of which is Rs. 4000/- or less.

## APPENDIX - I

(Para-21)

**Morarji Desai National Institute of Yoga**  
**List of Existing Posts as on 1<sup>st</sup> January, 2008**

S.No	Designation	No. of posts	Pay Scale
<b>GROUP 'A'</b>			
1.	Director	1	14300-18300
2.	Programme Officer(YT)	1	12000-16500
3.	Programme Officer (YET)	1	12000-16500
4.	Communication & Documentation Officer	1	10000-15200
5.	Asstt. Director (Yoga)	2	10000-15200
6.	Asstt. Director (Lit.)	1	10000-15200
7.	Sr. Physiologist	1	10000-15200
8.	Asstt. Director (Scientific)	1	10000-15200
9.	Sr. Medical Officer	1	10000-15200+NPA
10.	Medical Officer (Pathology)	1	8000-13500+NPA
11.	Research Officer (Scientific)	1	8000-13500
12.	Administrative Officer	1	8000-13500
<b>GROUP 'B'</b>			
13.	A.R.O. (Yoga)	8	6500-10500
14.	A.R.O. (Scientific)	1	6500-10500
15.	Dietician	1	6500-10500
16.	Asstt. Matron	1	6500-10500
17.	Office Superintendent	1	5500-9000
18.	Accountant	1	5500-9000
19.	Stenographer Grade-I	1	5500-9000
20.	Sister Incharge	1	5500-9000
21.	Yoga Instructor Gr. 'A'	5	5500-9000
<b>GROUP 'C'</b>			
22.	Assistant	1	5000-8000
23.	Yoga instructor Gr.'B'	3	5000-8000
24.	Staff Nurse	2	5000-8000
25.	Stenographer Gr.II (English)	1	4500-7000
26.	Electrician	1	4500-7000
27.	Technical Assistant	2	4500-7000
28.	Tech. Assistant (Lit.)	1	4500-7000
29.	Radiographer	1	4500-7000
30.	Stenographer Gr.III (Hindi)	1	4000-6000

31.	U.D.C	2	4000-6000
32.	Cashier	1	4000-6000
33.	Caretaker	1	4000-6000
34.	Cataloguer	1	4000-6000
35.	L.D.C.	4	3050-4590
36.	Store-keeper	1	3050-4590
37.	Gestetnor Operator	1	3050-4590
38.	Lab. Assistant	1	3050-4590
39.	Clerk-cum-Typist	1	3050-4590
40.	T.O-cum-Recep.	1	3050-4590
41.	Driver	1	3050-4590

**Group 'D'**

42.	Sr. Ward Aya	1	2610-4000
43.	Drafty	1	2610-4000
44.	Head Cook	1	2610-4000
45.	Cook	1	2610-4000
46.	Peon	6	2550-3200
47.	Chowkidar	3	2550-3200
48.	Gardner	2	2550-3200
49.	Sweeper	5	2550-3200
50.	Attendant	2	2550-3200
51.	Ward Boy	3	2550-3200
52.	Aya	1	2550-3200
53.	Kitchen Servant	3	2550-3200
54.	Dhobi	1	2550-3200

**SCHEDULE - II****Para-45****SCHEDULE OF POWERS VESTED IN THE DIRECTOR**

S.No	Power	Extent
1.	To declare an employee of the Institute to be a ministerial servant.	Full Powers
2	To transfer a lien and the transfer of a lien will be to an equivalent post.	Full powers provided that he is authorized to make appointments to both the post concerned.
3	To transfer an employee from one post to another equivalent post	Full Powers
4	To sanction grant or acceptance of honorarium.	Upto a maximum of Rs. 5000/- in each case per financial year.
5	To permit teaching staff of the Institute to accept for the examinership, invigilatorship, paper setting, valuation of answer book etc.	Full powers subject to the <i>provision of SR-12 and maximum of Rs. 5000/-</i> in a financial year in each case.
6	To permit undertaking of private work and acceptance of fee by officers/officials.	Upto Rs. 5000/- in case of each assignment per year.
7	To decide the shortest of two or more routes on tour/transfer etc.	Full powers.
8	To allow mileage allowance by a route other than the shortest.	Full powers provided selection of the route is in the Institute's interest.
9	To define the limits of an employee's sphere of duty for the purpose of Traveling Allowance.	Full powers.

10	To decide whether a particular absence is absence or duty for the purpose of Traveling Allowance.	Full powers.
11	To authorize an employee to proceed on duty to any part of India.	Full powers.
12	To restrict the frequency and duration of journeys.	Full powers.
13	To reimburse cancellation charges on unused air/rail/roads/sea tickets.	Full powers where the cancellation was done in the interest of the Institute.
14	To allow an employee of the institute doing his/her official travels, actual expenses for carriage of personal effects by road between Stations connected by rail.	Full powers.
15	Powers to declare officer as per the provisions of Delegation of Financial Powers Rules of the Government of India.	Full powers.
16	Powers to permit an officer to countersign TA advance bills where permanent Traveling Allowance advances have been sanctioned to that officer by the competent authority.	Full powers.
17	To declare competent authority to an officer be the controlling officer for the purpose of TA/DA and to make rules for his guidance.	Full powers provided no employee is declared his own controlling officer.



18	To purchase working stores, tools and plants etc.	Full powers upto the limit of budget provision for such purchase according to usual rules prescribed procedures as per General Financial Rules etc. of the Government of India (only in respect of approved schemes).
19	Powers to sanction non-recurring contingent charges within budget limits.	Full powers upto the limit of budget provision for such purchase according to usual rules prescribed procedures as per General Financial Rules etc. of the Government of India (only in respect of approved schemes).
20	Power to sanction recoupment of permanent advance.	Full powers.
21	Power to sanction Municipal or Cantonment taxes/cess/fees/fine//penalties/dues/claims etc.	Full powers.
22	Power to purchase within budget limits Government and Non-Government publications required by him or by officers under his control for the purpose of discharge of his official duty.	Full powers.

23	Power to sanction the renting, hiring, contracting of ordinary office and hostel accommodations for members of the General Body, Governing Council, Scientific Advisory Committee, Academic Committee/ Standing Finance Committee or any other Committee or Sub-Committee and other Guest/ Invitees of the Institute for a specified duration.	Rs.50,000/- per annum depending upon the need and level of officers for whom accommodation is hired/contracted/negotiating for.
24	Maintenance of buildings and petty works repairs and alterations to hired and requisitioned buildings.	For ordinary repairs to Institute own buildings - full powers subject to budget provision.
25	Power to sanction fixed recurring charges of a contingent character	Full powers.
26	Power to sanction telephone rents connections in emergent circumstances.	Full powers.
27	Power to sanction advances of pay to an officer under transfer.	Full powers.
28	Power to grant advance of TA to himself and to other employees.	Full powers.
29	Power to sanction advances and final withdrawal from CP Fund in accordance with the Government rules as amended from time to time.	Full powers.
30	Power to sanction festival advance in accordance with the Government rules as amended from time to time.	Full powers.

31	Power to sanction advance for the purchase of conveyance in accordance with the Government rules as amended from time to time.	Full powers.
32	Power to incur expenditure and sanction advances for Law Suits to which the Institute is party in accordance with the Government Rules as amended from time to time.	Full powers.
33	Power to vary the terms of repayment of advances.	Full powers.
34	Power to order retention of undisbursed pay and allowances.	Upto three months and there after with the permission of the chairperson of the Standing Finance Committee in Morarji Desai National Institute of Yoga.
35	Power to sanction Children Education Allowance and reimbursement of Tuition Fees in accordance with the Central Government Rules as amended from time to time.	Full powers.
36	Power to sanction reimbursement of medical expenses incurred by an employee for himself or in respect of a member of his family in accordance with the Central Government Rules on the subject.	Full powers.

37	Power to sanction the purchase of Computers/ Laptops/ Fax/ Franking machine/ Photocopiers and other Computer related equipment's and materials and their regular maintenance.	Rs. 2 lakhs per annum for each new items and full powers for maintenance of all equipments etc.
38	Power in regard to writing of the irrecoverable value of stores, money, advances etc. provided that (i) the loss is not due to theft, (ii) it does not disclose a defect of system or serious negligence on the part of some individual servant or servants of the Institute which might possibly call for disciplinary action requiring the orders of a higher authority.	Upto a limit of Rs.10,000/- for losses of stores not due to the fraud or negligence, Rs.5000/- in other cases but with the approval of the Standing Finance Committee.
39	Power to order destruction of records.	Full powers subject to observance of period of retention of records as prescribed by the Govt. of India under General Financial Rules/Manual of Office Procedure or Accounts code or any other specific instructions on the subject .
40	To order, sale by auction or otherwise in the interest of Institute of unserviceable stores or perishable articles	Rs. 10,000/- and with the approval of Standing Finance Committee.
41	Power to give gift items/medicines to visiting dignitaries or public bodies at his discretion depending upon the level and occasion.	Upto Rs. 1000 in each case.
42	Power to countersign his own traveling allowance bills.	Full Powers.

43	Power to grant all kinds of leave to staff of the Institute as per CCS Leave Rules, 1972 as amended from time to time.	Full Powers.
44	Power to grant upto five advance increments in respect of Group B, C and D staff on the basis of the recommendations of the Selection Committee.	Full Powers.
45	Power to engage officers/officials or workers on short term contract basis on consolidated emoluments not exceeding two years including retired officers of the institute or any other institute, Public Sector undertaking Central/State Govt. or an expert possessing knowledge, and specialization in a field for work of emergent nature not against any specified post with such terms and conditions as may be expedient.	Full powers subject to a limit of Rs. 20,000/- per month or an amount equivalent to the basic pay plus Dearness Pay last drawn by the retired Government servant which ever is lower depending upon the specific need and purpose.
46	Power to engage officers/officials or workers on short term contract basis on consolidated emoluments not exceeding six months against an existing vacant post with such terms and conditions as may be expedient.	Full powers subject to a limit of Rs. 20,000/- per month or an amount equivalent to the basic pay plus Dearness Pay last drawn by the retired Government servant which ever is lower depending upon the specific need and purpose.

47	Power to create posts in Group 'C' and 'D'.  Group 'B' posts.	Full powers Approval of Integrated Finance Division for creation of new posts to be obtained  Upto 2 years Approval of Integrated Finance Division to be obtained.
48	Printing and binding	Full Powers subject to codal formalities being observed by the Central Government departments in this regard.
49	Power to incur expenditure on miscellaneous items.	Maximum limit up to which the expenditure may be sanctioned on each individual item. Recurring Rs. 5000/- in each case.  Non - Recurring Rs. 25,000/- in each case depending upon a particular occasion.
50	Power to purchase stationary for Offices/Hospital/Yoga/Lab. use.	Full powers according to necessity subject to budget provision.
51	Arrangements of accommodation for stay of Guest Faculty or Special Invitees for attending Institutes meeting, Guest Lecture, Training Officers and other assignments to be treated as Special Invitees or Guest	Full powers depending upon the particular occasion and status of the invitees subject to a limit of Rs. 2,000/- per day per person subject to ten invitees at a time.

**Schedule****(PARA - 46 of the Bye-laws)****POWERS VESTED IN THE DIRECTOR**

1. The Director shall be the Chief Executive of the Institute and shall be responsible for the coordination of policies, planning and execution of various programs under the Institute. Without prejudice to the generality of the foregoing provisions, the Director shall exercise such powers and discharge such functions as specified in Schedule-II and also those laid down below subject to any direction under the relevant rules as issued by the Govt. of India, from time to time:

- (a) He or she shall do all such acts as may be required for the proper conduct of the ordinary current administrative and business duties and affairs of the Institute;
- (b) He or she shall allocate duties to officers and employees of the Institute and shall exercise such supervising and executive control as may be necessary subject to the rules and these regulations;
- (c) All the correspondence shall be over his/her signature or of an officer(s) authorized or directed by him in this behalf;
- (d) He or she shall also be a Member (ex-officio) of all the Committees appointed by the Governing Council and shall attend at his discretion all or any meeting of such Committees;
- (e) He or she shall exercise such of the financial and administrative powers as may be delegated by the Governing Council from time to time;
- (f) The Director shall sign and execute on behalf of the Institute/Governing Council all the agreements, contracts, etc. which may be necessary for the proper conduct of the business of the Institute;
- (g) He or she or an officer not lower than Group A rank authorized by him/her shall sign and verify plaints, written documents, statements, affidavits, petitions and tabular statements and institute or defend suits, action, and other legal proceedings on behalf of the Institute/Governing Council;

- (h) He or she shall have power to compromise, settle or refer to arbitration any dispute relating to the Institute after taking competent legal advice;
- (i) The Director may, subject to such restrictions as he or she may think fit to impose, authorize the Departmental Heads/Asst. Director (Administration) Administrative Officer/Accounts Officer, as the case may be, to exercise the extent indicated in the attached Schedule-II powers conferred upon him/her under the Bye-Laws.
- (j) The Director may, subject to such restrictions as he or she may think fit to impose, authorize the Heads of the Projects, to exercise such of the powers conferred upon him or her under the Bye-Laws.
- (k) The Drawing and Disbursing Officer or any other officer of the Institute of Group A & B rank authorized by the Director on his or her behalf shall have the power to sanction an expenditure of contingent nature upto an amount not exceeding Rs. 2500/- in each case.

Note: In the event of any authorization by the Director under items (i), (j) and (k) above, the authorized officers shall be responsible for the correctness, regularity and propriety of the decision taken by them. However, the Director shall continue to be overall responsible for all such decisions taken by the authorized officers.

2. Powers of the Director in regard to writing off the irrecoverable value of stores, money, advances etc. shall not be re-delegated.
3. In case of any doubt, the matter should be referred to the Department of AYUSH, Ministry of Health and Family Welfare of the Government of India.

The word “the Government” in Schedule-II means the Government of India.

\*\*\*\*\*