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SERVICE BYE-LAWS

CENTRE FOR CULTURAL RESOURCES AND TRAINING
Plot No. 15A, Sector-7, Dwarka
New Delhi-110075

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SERVICE BYE-LAWS
(Corrected upto February 2013)

CENTRE FOR CULTURAL RESOURCES AND TRAINING
Plot No. 15A, Sector-7, Dwarka
New Delhi-110075

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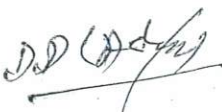
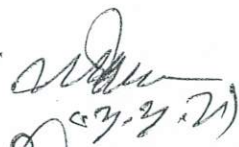
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Preliminary

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1. Short Title and Commencement
 - (i) These Regulations may be called the Centre for Cultural Resources and Training (Service) Regulations.
 - (ii) The Service Bye Laws shall come into force w.e.f. 21.5.1979 and as amended from time to time.
2. Application
 - (i) These Regulations shall apply to every employee of the Centre.
 - (ii) Notwithstanding anything contained in clause (i), the Centre for Cultural Resources and Training may, by agreement with any employee, make such special provisions regarding his conditions of service as it considers necessary and thereupon these Regulations shall not apply to such an employee to the extent to which the special provisions are inconsistent therewith.
3. Interpretation
 - (i) In these Regulations, unless the context otherwise requires-
 - (a) "Centre" means the Centre for Cultural Resources and Training.
 - (b) "A Committee" means the Committee of the Society constituted under Rule 3 of the Rules and Regulations of the Society by whatever name it may be called from time to time, and entrusted with the administrative affairs of the Centre.
 - (c) "Director General" means the Director General of the Centre for Cultural Resources and Training.
 - (d) "Director" means the Director of the Centre for Cultural Resources and Training.
 - (e) "Appointing Authority" in relation to any post under the Centre, means the authority competent to make appointment to that post under Rule 6.
 - (f) "Chairman" means the Chairman of the Society.
 - (g) "Controlling Authority" means :-
 - (i) in relation to posts in Group C & D; the Director.
 - (ii) in relation to posts in Group B; the Director General.
 - (iii) in relation to posts in Group A; the Executive Committee.
 - (h) "Employee" means any person serving the Centre in any post.
 - (i) "Foreign Service" means service for which an employee receives, with the approval of the Controlling Authority, his pay from any source other than the funds of the Centre.
 - (j) "Government" means the Government of India.

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- (k) "Member Secretary" means the Director General of the Centre.
- (l) "Pay" means the amount drawn monthly by an employee of the Centre, as:-
- (i) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre; and
 - (ii) overseas pay, special pay and personal pay; and
 - (iii) any other emoluments which may be specially classed as pay by the Government for its employees.
- (m) "Sanctioning Authority" means:-
- (i) in relation to posts in Group C and D; the Director.
 - (ii) in relation to posts in Group B; the Director General.
 - (iii) in relation to posts in Group A; the Executive Committee.
- (n) "Selection Committee" in respect of a post means the Committee of that name indicated in the relevant recruitment rules.
- (o) "Departmental Promotion Committee" in respect of a post means the Committee of that name indicated in the relevant recruitment rules.
- (p) "Professional Staff" means an employee holding the post of Director-General, Director, Deputy Director and such other posts as may be categorised as such by the Society from time to time.
- (q) All words and expressions used but not defined in these Regulations and defined in the Rules and Regulations of the Centre shall have the meaning respectively assigned to them in the said Rules.

Creation and Grouping of Posts

4 and 5 Grades and Categories of Posts

1. The posts under the Centre shall be divided according to their pay scales into 4 groups as per classification in the Central Govt.
2. The creation or abolition of any post shall be made with the approval of the Government, as directed by Department of Culture vide letter No. F. 6-5/98-Desk(PA) dated 18.6.98 (F.No. CCRT/ 11024/1/95)

Recruitment

6. Appointing Authorities

Appointment to a post under the Centre shall be made:

- i. in the case of a post in Group C and D, by the Director.
- ii. in the case of a post in Group B, by the Director General.
- iii. in the case of a post in Group A, by the Executive Committee of the Centre for Cultural Resources and Training.

Director General shall exercise full power to make officiating arrangements in all cadres till vacancies are filled on regular basis.

7. Methods of Recruitment

1. Recruitment to a post under the Centre may be made-
 - (i) by promotion;
 - (ii) by direct recruitment;
 - (iii) by deputation;
 - (iv) on contract for a specified period
2. Notwithstanding the method of recruitment laid down in the Recruitment Rules referred to in Clause I, the Appointing Authority in respect of Group B,C,D may, with the approval of the Chairman, in any case decide that a vacancy be filled otherwise than in accordance with these Rules, for reasons to be recorded in writing. In respect of a Group A post the approval of Society will be required. However, no such appointments shall be made on the roster points on which the reservation orders apply.

8. Recruitment by Promotion

Appointment to a post by promotion shall be made in accordance with the relevant recruitment rules and on the recommendations of a Departmental Promotion Committee as provided in the Recruitment Rules.

D.P.C. is a recommendatory body and the recommendations made by it are subject to approval by Appointing Authority. Therefore, whenever the Appointing Authority finds it necessary to disagree with the

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recommendaions of duty constituted DPC, the instructions of Government in this behalf would need to be followed.

9. Direct Recruitment

Appointment by direct recruitment to any post may be made on the recommendations of a Selection Committee as provided in the Recruitment Rules.

- (i) From amongst candidates recommended by the Employment Exchange on requisition; or
- (ii) From amongst candidates applying in response to any advertisement.

Note: Orders of Government regarding post based reservation for SC/ST/OBC shall apply to posts filled by direct recruitment and by promotion wherever applicable. There is no reservation for OBCs in posts filled by promotion

10. Educational Qualifications

The qualifications for appointment to any post shall be such as may be prescribed in the Recruitment Rules for the post concerned. However, the Appointing Authority, may relax the prescribed qualifications and experience in the case of candidates who are found suitable otherwise.

11. Age at entry

The age limit for various posts will be as provided in the relevant Recruitment Rule which is relaxable, as per Government orders in force from time to time in respect of SC/ST and other specified category candidates. Appointing Authority may relax the age limit in exceptional cases for reasons to be recorded in writing.

12. Fitness

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

- (i) He produces a certificate of health in the prescribed form from the Medical Officer/Medical Practitioner approved by the Appointing Authority in this behalf. Any fees paid by him for the production of such a certificate will be reimbursed to him if he is declared fit in the first examination, but any fees paid by him for any subsequent examination, on his being declared temporarily unfit in the first examination, will not be reimbursed.

Provided, however, that no certificate of health will be necessary in suitable cases of tenure appointments as decided upon by the Appointing Authority.

- (ii) The Appointing Authority is satisfied that he possesses good character and antecedents;

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- (iii) He signs a declaration regarding his marital status in the prescribed form; and
- (iv) He takes an oath of allegiance to the Constitution of India before the Appointing Authority.
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Tenure

13. Probation

1. Every person appointed to a post under the Centre whether by promotion or by direct recruitment, shall be on probation in such post for a period as prescribed in the relevant Recruitment Rule.

Provided that the appointing authority may, in any individual case, for reasons to be recorded in writing, waive altogether, reduce or extend the period of probation. The extension of the period of probation shall not exceed one year.

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

- (i) in the case of a person appointed by promotion revert him to the post held by him immediately before such appointment;
- (ii) in the case of person appointed by direct recruitment, terminate his services under the Centre at any time by a notice of one month in writing or on payment of one month's pay and allowances in lieu of such notice.

3. Every person appointed under the Centre by direct recruitment shall, on satisfactory completion of his period of probation, be eligible for substantive appointment to that post.

14. Temporary and Permanent Service

An employee appointed by direct recruitment shall be temporary employee of the Centre till he is appointed substantively on satisfactory completion of probation period.

15. An employee appointed substantively under the Centre shall be a permanent employee of the Centre.

16. Termination of Service

1. The services of a temporary employee shall be liable to termination at any time by a notice in writing given either by the employee to the Appointing Authority

or by the Appointing Authority to the employee.

The period of such notice shall be one month.

Provided that the services of any such employee may be terminated forthwith and on such termination the employee shall be entitled to a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services or, as the case may be, for the period by which such notice falls short of one month.

2. Without prejudice to the provisions of clause (1) the services of a temporary employee shall terminate:-
 - (i) if his appointment is made for a specific period, on the expiry of such period unless the appointment is extended for a further period; or
 - (ii) if his appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created; or
 - (ii) if he fails to resume duty on the expiry of the maximum period of extraordinary leave granted to him under the CCS(leave) Rules, 1972 as amended from time to time and after his explanation, if any, in reply to a show cause notice, which should be given in all such cases, has been taken into account.
3. The services of permanent employee may be terminated by a notice of three months or on payment of pay and allowances for such period as the notice falls short of three months or without notice on payment of three months pay and allowances, if the post to which he is substantively appointed is abolished.
4. An employee who is given notice of termination of service under clause (3) may be granted during the period of notice such Earned Leave as may be admissible to him; and where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.

17. Retirement

1. An employee shall retire from the service of the Centre :-
 - (i) on his being declared medically unfit for service by a Medical board to be designated by the Competent Authority in this behalf; or
 - (ii) on the imposition of the penalty of compulsory retirement; or
 - (iii) on the afternoon of the last day of the month in which he attains the age of 60 years provided that in exceptional cases an employee in group A, B, & C may be granted extension in service or retained in service on re-employment basis on year to year basis for a period not exceeding 2 years with the prior approval of Chairman, CCRT.

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2(A) Notwithstanding anything contained in this rule, the appropriate authority shall, if it is of the opinion that it is in the public interest so to do, have the absolute right to retire an employee by giving him notice of not less than three months in writing or 3 months pay and allowances in lieu of such notice;

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(i) If he is, in Group A or Group B service or post and had entered service in the Centre before attaining the age of 35 years, after he has attained the age of 50 years;

(ii) in any other case after he has attained the age of 55 years.

2(B) (i) if on a review of the case either on a representation from the employee retired prematurely or otherwise, it is decided to reinstate the employee in service, the authority ordering reinstatement may regulate the intervening period between the date of premature retirement and the date of reinstatement by the grant of leave of the kind due and admissible, including extraordinary leave, or by treating it as dies-non depending upon the facts and circumstances of the case.

Provided that the intervening period shall be treated as a period spent on duty for all purposes including pay and allowances, if it is specifically held by the authority ordering reinstatement that the premature retirement was itself not justified in the circumstances of the case, or if the order of premature retirement is set aside by a Court of Law.

(ii) Where the order of premature retirement is set aside by a Court of Law with specific directions in regard to regulation of the period between the date of premature retirement and the date of reinstatement and no further appeal is proposed to be filed, the aforesaid period shall be regulated in accordance with directions of the Court.

2(C) Any employee of the Centre may, by giving notice of not less than three months in writing to the appropriate authority, retire from service after he has attained the age of 50 years if he is in Group A or Group B service or post, (and had entered service before attaining the age of thirty-five years) and in all other cases after he has attained the age of 55 years:

Provided that

(a) nothing in the clause shall apply to an employee including scientist or technical expert who (i) is on assignment under the Indian Technical and Economic Cooperation (ITEC) Programme of the Ministry of External Affairs and other aid programmes, (ii) is posted abroad in a foreign based office of a Ministry/Department and (iii) goes on a specific contract

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assignment to a foreign Government unless, after having been transferred to India, he has resumed the charge of the post in India and served for a period of not less than one year; and

(b) it shall be open to the appropriate authority to withhold permission to an employee under suspension who seeks to retire under this clause.

3. (i) An employee referred to in sub-clause 2(C) may make a request in writing to the Appointing Authority to accept notice of less than three months giving reasons therefor.

(ii) On receipt of a request under sub-clause 3(i) the Appointing Authority may consider such request for the curtailment of the period of notice of three months on merits and if it is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, the Appointing Authority may relax the requirement of notice of three months on the condition that the employee shall not apply for commutation of a part of his pension before the expiry of the period of notice of three months.

4. An employee who has elected to retire under this rule and has given the necessary intimation to that effect to the Appointing Authority, shall be precluded from withdrawing his election subsequently except with the specific approval of such authority; Provided that the request for withdrawal shall be within the intended date of his retirement.

5. All the instructions of Govt. of India governing premature retirement of Govt. servants contained in F.R. 56 and CCS(pension) Rules 1972 as amended from time to time will apply mutatis-mutandis to the employees of the Centre.

18. Resignation

1. An employee may by notice of one month in writing addressed to the Appointing Authority resign from the service of Centre.

2. The Appointing Authority may, if it deems proper in any special circumstances, permit an employee to resign from the service of the Centre by a notice of less than a month.

3. The resignation shall be effective from the date of relief after its acceptance by the Appointing Authority.

Pay

19. Scales of Pay

The scales of pay for the posts under the Centre shall be as adopted by the Central Government and amended from time to time.

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20. Initial Pay

An employee shall, on his appointment to a post on a time-scale of pay, draw pay at the minimum of the time-scale unless higher pay is admissible under F.R. 22 or the Sanctioning Authority decides that he shall draw pay at any higher stage.

21. Fixation of Initial Pay, Drawal of Increments, Leave Salary, Etc.

Government rules regarding fixation of initial pay, drawal of increments and salary and allowances during leave of various kinds or suspension shall apply mutatis-mutandis to employees of the Centre save as specifically provided herein.

22. Advance Increments

In the case of direct recruits to any category of posts, the Executive Committee/Chairman may grant up to five advance increments on the recommendation of the Selection Committee.

23. Premature Increments

The Executive Committee may grant a premature increment to an employee on a time-scale of pay, subject to restrictions imposed under FR 27 from time to time.

24. Pay of Re-Employed Persons

The pay of persons who are re-employed after retirement from Government Service or service of a University or Government Commercial Undertaking or Government aided autonomous organizations shall be fixed in accordance with the Ministry of Finance O.M.No.8(34)-E.III/57 dated 25-11-1958 as amended from time to time.

25. Special pay, personal pay, Honorarium and Fee

Director General may sanction to an employee, in any special circumstances, such special pay, personal pay, honorarium or fee and on such conditions as he may deem fit.

26. Drawal of Pay

An employee shall be entitled to the pay of the post to which he is appointed from the date on which he assumes charge of the post. Pay in respect of any month shall be disbursed on the last working day of the month except for the month of March.

Allowances

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27. Kinds of Allowances

The following allowances shall be admissible to an employee in accordance with the provisions of this Chapter:

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- 1 Dearness Allowance.
- 2 *City Compensatory Allowance
- 3 House Rent Allowance
- 4 Travelling and Daily Allowance
- 5 Transport Allowance.

28. Dearness Allowance

Dearness Allowance shall be admissible to employees of the Centre at the rates at which and subject to the orders under which the same is allowed to Government servants.

29. *City Compensatory Allowance

City Compensatory Allowance shall be admissible to employees of the Centre at the rates at which and subject to the orders under which the same is allowed to Government servants.

30. House Rent Allowance

House Rent Allowance shall be admissible to the employee of the Centre as sanctioned by the Government of India for Government servants.

31. Allowances during Suspension

An employee under suspension shall, during the period of suspension, draw such allowances, at such rates and subject to such orders under which the same are allowed to comparable Government servants.

32. Allowances during Leave

House Rent Allowance and Dearness Allowance and any other allowance shall be admissible to the employee of the Centre during leave of all kinds at the rates and subject to the conditions under which such allowances are admissible to Government servants of corresponding categories during the period of the same kind of leave.

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33. Leave Travel Concession

Leave Travel Concession shall be admissible to the employees of the Centre at the rate at which and subject to the orders and conditions under which the same is allowed to Government servants.

34. Children Education Allowance & Reimbursement of Tuition Fees

The concessions of Children Education Allowance and Reimbursement of Tuition Fees shall be admissible to employees of the Centre at the rate at which and subject to the orders under which the same are allowed to Government servants.

35. Travelling Allowance

Travelling Allowance for journeys performed on-duty within India shall be admissible to employees of the Centre at the rates at which and subject to orders under which the same are allowed to Government servants.

36. Daily Allowance

Daily Allowance for each day of absence of an employee from the headquarters of the Centre on duty within India shall be admissible to the employees of the Centre as are admissible to Government servants of corresponding categories. However, the Chairman may prescribe revised schedule in case of hardship.

36A. Transport Allowance

Transport Allowance shall be admissible to the employees of the Centre at the rates at which and subject to orders under which the same is allowed to Government servants.

37. Drawal of Allowances

1. Dearness Allowance, House Rent Allowance and Transport Allowance admissible to an employee for any month shall be payable along with his pay;
2. Travelling Allowance and Daily Allowance shall ordinarily be payable on return of the employee to his headquarters. However, the Director may sanction payment in advance of such sum as he deems fit towards such allowances.

Medical Facilities

38. Medical Facilities

An employee of the Centre will be allowed the medical facilities as decided by the Executive Committee from time to time.

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39. Kinds of Leave

The following and other kinds of leave as admissible to government servants shall be admissible to an employee of the centre :-

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1. Earned Leave
2. Half Pay Leave
3. Commuted Leave
4. Leave not due
5. Extraordinary Leave
6. Maternity Leave
7. Study Leave

39A. Regulation of Leave

The admissibility and the grant of any kind of leave mentioned above shall be regulated in accordance with the provisions of the Central Civil Services (Leave) Rules, 1972, as amended from time to time.

39B. Powers to relax

Where the Executive Committee is satisfied that the operation of any of the relevant rules causes undue hardship in any particular case, it may, for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such an extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

40. Casual Leave

1. An employee may be granted Casual Leave of not more than 6 days at a time and of not more than 8 days in a calendar year. Intervening Sundays and closed holidays shall not be taken into account for this purpose. If the leave is to be spent at a place other than headquarter, permission to leave station will be necessary. Permission to leave station will also be necessary if the closed days and holidays are spent outside.

2. Special Casual Leave

An employee may be granted Special Casual Leave for purposes and period for which such leave is admissible to Government employees.

41. Procedure for grant of Leave

Leave cannot be claimed as a matter of right and can be availed of with proper sanction only.

1. An employee shall, before proceeding on leave, make an application in prescribed form and get it sanctioned from his departmental head. He shall also state in writing his address while on leave and shall keep the Centre's office informed of any subsequent changes in such address. Leave of any kind for more than 2 weeks will require prior sanction of Director. Leave to Deputy Directors and Director will require approval of Director General.
2. The Study Leave to the officers and staff of the Centre shall be regulated as per Rules of the Central Government. The Competent Authority for grant of Study Leave to Group A officers will be the Executive Committee and for other categories the Director General will be the Sanctioning Authority. In the case of senior Group A Officers, the Study Leave may be utilised by the officers to conduct further research in their areas of specialization. The Administration Branch shall maintain a leave account in respect of every employee.

Retirement and other Benefits

42. Pension and Death-Cum-Retirement Gratuity

An employee, other than a deputationist shall be entitled to the Pension, Death-Cum-Retirement Gratuity and Family Pension benefits as are admissible to employees of the Central Government from time to time, subject to the notification of recognition of Provident Fund being issued by the Competent Authority.

43. Provident Fund

An employee other than a deputationist or an employee on contract shall be entitled to the benefits of General Provident Fund of the Centre, subject to the notification in this regard being issued by the Competent Authority.

44. Benefit of Past Service

Such of the employees serving in the Central Govt. offices and Central autonomous bodies who join CCRT with proper permission of their present organisations can opt for pensionary benefits in CCRT based on combined service in terms of Central Government orders on the subject as amended from time to time. Orders in this regard are contained in Central Civil Service(Pension) Rule 1972.

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45. Cash Payment in lieu of Unutilised Earned Leave.

Centre's employees on their retirement will be paid cash equivalent of leave salary including D.A. in respect of the Earned Leave standing to their credit on the date of retirement subject to the ceiling specified by the Central Government for its employees from time to time. In the case of employees who die while in service, the family of the employee will be paid similar amount as admissible to the employees of the Central Government from time to time.

General Conditions of Service

46. Whole-Time Employment

1. The whole-time of an employee shall be at the disposal of the Centre and he may be employed by the Centre for the performance of such duties as may be assigned to him without claim for additional remuneration.
2. An employee may be required to serve the Centre at any place in India and in any post not lower than the post to which he is substantively appointed or to which he is reduced as a measure of punishment in accordance with the provisions of Rules 49 to 51.

Conduct

47. Conduct

1. Every employee shall at all times maintain absolute integrity and devotion to duty.
2. Every employee shall abide by and comply with the Rules and Regulations of the Centre and all orders and directions of his superior authorities.
3. Every employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
4. Every employee shall endeavour to promote the interest of the Centre and shall not act in any manner prejudicial thereto.
5. No employee of the Centre shall take part in any unlawful activity of political or communal party.
6. Every employee of the Centre shall on his first appointment to any post submit a return of his assets and liabilities.

Group A and B Officers shall submit an annual return in the prescribed form giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person. Where an employee enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction,

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report the same to the prescribed authority, if the value of such property exceeds Rs. 15,000/- in the case of employees in Group A and Band Rs. 10,000/- in the case of Group C and D or such other limits as are prescribed by Government of India for Government servants from time to time.

- 7.(i) No employee shall enter into or contract a marriage with a person having a spouse living; and
(ii) No employee having a spouse living shall enter into or contract a marriage with any person.

Provided that the Centre may permit an employee to enter into or contract any such marriage if it is satisfied that there are sufficient grounds for so doing.

Discipline

48. Suspension

1. The Appointing Authority or any other Authority superior thereto may place an employee under suspension:

- (a) where a disciplinary proceeding against him is contemplated or is pending;
or
(b) where a case against him, in respect of any criminal offence, is under investigation, inquiry or trial.

The Chairman shall be empowered to suspend any officer in Group A in cases involving gross dereliction of duties, subject to reporting the facts of each case to the members of Executive Committee immediately after the officer has been placed under suspension. Further, the decision of the Chairman shall be ratified in the next meeting of the Executive Committee.

2. An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of his detention, by an order of the Appointing Authority and shall remain under suspension until further orders.
3. An order of suspension made or deemed to have made under this regulation may at any time be revoked by the authority which made it or is deemed to have made it or by any other superior authority.

49. Penalties

The following and other penalties specified in Rule 11 of CCS(CCA) Rules, 1965 from time to time may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee:

A. *Minor Penalties

- (i) Censure;
- (ii) Withholding of Increments of pay;
- (iii) Withholding of Promotion;
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused to the Centre by negligence or breach of the rules or regulations of the Centre or orders or directions of superior authorities.

B. *Major Penalties

- (v) Reduction to a lower stage in a time-scale or to a lower grade or post;
- (vi) Compulsory Retirement; and
- (vii) Removal or dismissal fro service.

50. Authority Competent to Impose a Penalty

The Appointing Authority or any other Authority superior thereto referred to in Rule 6, may impose on an employee any of the penalties specified in Rule 49.

51. Procedure for Imposing Penalties

No order imposing any penalty on an employee shall be passed, except after:

- (a) the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he may wish to make; and
- (b) such representation, if any, is taken into consideration by the authority imposing the penalty.

3. *In the case of a major penalty (those mentioned in clause (v) to (vii) of rule 49 B, no order imposing such a penalty shall be passed except after the desired inquiry as been held and an opportunity has been given to the employee to make any representation against the penalty proposed to be awarded in the light of the findings of the Inquiry officer and the disciplinary authority's conclusions thereon.

(*Amended provisions are given at page 27)

52. Special Provision regarding Employees on Deputation

1. Where an order of suspension is made or a disciplinary proceeding is commenced against a deputationist, the lending authority shall forthwith be informed of the circumstances leading to the order of suspension or commencement of the disciplinary proceeding, as the case may be.
2. In the light of the findings in the disciplinary proceeding taken against such employee:-
- If the authority imposing the penalty is of the opinion that any of the penalties specified in clauses (v) to (vii) of Rule 49(B) should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary; and
 - If the authority imposing the penalty is of the opinion that any other penalty be imposed on him it may, after consultation with the lending authority, pass such orders on the case as it deems necessary;

Provided that in the event of a difference of opinion between the lending authority and the authority imposing the penalty, the services of the employee shall be replaced at the disposal of the lending authority.

Explanation

In this regulation the expression "lending authority" means the authority which has placed the services of the deputationist at the disposal of the Centre.

Appeals and Review

53. Appellate Authorities

An appeal shall lie from:-

- any original order made by the Director to Director General
- any original order made by the Director General to the Chairman
- any original order made by the Chairman on behalf of Executive Committee, to the Society.

54. Period of Limitation for Appeals

No appeal shall be entertained unless it is submitted within a period of three months from the date on which the order appealed against is communicated to the person concerned:

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Provided that the Appellate Authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

Director

55. Form, Contents and Submission of Appeals

1. Every person submitting an appeal shall do so separately and in his own name.
2. The appeal shall be addressed to the Appellate Authority, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
3. Every appeal shall be submitted to the Director who shall, transmit it to the Appellate Authority.

56. Consideration of Appeals

The Appellate Authority shall consider every appeal in such manner as it deems fit and pass such orders as it deems proper in the circumstances of the case; Provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

57. Review

The Society may, on its own motion or otherwise, review any order made by any authority and pass such orders as it deems fit in the circumstances of the case; Provided that no order imposing an enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

58. Orders of Reinstatement

Where an employee who has been dismissed or suspended is reinstated, the authority reinstating him shall make an order specifying

- (i) Whether the employee may draw for the period of his absence from duty any pay and allowances in addition to the pay and allowances admissible under rules 22 and 32.
- (ii) Whether such period may be treated as duty for all or any purposes.

58A. In respect of any matters not specifically provided for in these Rules relating to Conduct, Discipline, Appeals and Review, the relevant provisions contained in the Central Civil Services (Conduct) Rules, 1964 and Central Civil Services

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(Classification, Control and Appeals) Rules, 1965 as amended from time to time, shall apply mutatis-mutandis to the employees of the Centre.

D. D. (Adm.)
Director

Miscellaneous

59. Special Provision for existing Employees

Every person holding a post under the Centre at the commencement of these regulations shall, on such commencement, be deemed to have been appointed under the provisions of these regulations to the corresponding post to be specified wherever necessary by the Director General and shall draw the pay drawn by him immediately before such commencement.

60. Authentication

All orders and decisions of the Society and of the Executive Committee shall be authenticated by the signature of the Director General or by such other officer as may be specified by the Society in this behalf.

61. Holidays

The Centre shall observe such holidays as are observed by the Secretariat of the Government of India located in New Delhi.

62. Service books and Character Rolls

1. The Centre shall maintain a Service Book and a Character Roll of each employee in such form and setting out such particulars as may be prescribed from time to time.
2. The entries in the service book of an employee shall be made by the dealing official in Administration Branch and signed by Dy. Director (Admn.)
3. The Character Roll of an employee shall be written by the authority to whom such employee is immediately subordinate and shall be countersigned by the next higher authority with his remarks.

63. Residuary Conditions of Service

Any matter relating to the condition of service of the employees for which no provision is made in these regulations, shall be determined by the Executive Committee. Provided that any concession which is allowed by Government to its employees may be allowed also to the employees of the Centre, subject to the rules and conditions governing the grant of such concession to Government employees, with the approval of the Chairman and a report about all such concessions will be made to the Executive Committee as early as possible.

64. Power to Relax

Notwithstanding anything contained in these regulations, the Executive Committee may relax any of the provisions of these regulations which cause any undue hardship to individual/employees arising from the operation of such provisions, or in the interest of the Centre.

65. Removal of Doubts

Where a doubt arises as to whether any authority of Centre is superior to any other authority or as to the interpretation or application of any of the provisions of these regulations, the matter shall be referred to the Chairman, Executive Committee for decision.

Classification of Posts

S.No	Description of Posts	Classification of Posts
1.	A post carrying a pay or a scale of pay with a maximum of not less than Rs. 13,500	Group A
2.	A post carrying a pay or a scale of pay with a maximum of not less than Rs. 9,000, but less than Rs. 13,500	Group B
3.	A post carrying a pay or a scale of pay with a maximum of over Rs. 4,000, but less than Rs. 9,000	Group C
4.	A post carrying a pay or a scale of pay the maximum of which is Rs. 4,000 or less	Group D

D. J. [Signature]
[Signature] 03-3-21
Director [Signature]

SECOND SCHEDULE

Administrative and Financial Power of Officers of the Centre

Chairman:

The Chairman shall have full Financial and Administrative Powers for the conduct of the business of the Centre as delegated under Financial Bye Laws and Service Regulations.

Director General:

The Director General shall exercise all the powers of Head of Department as are available to the Heads of Departments in the offices of the Government of India, and such other powers as are delegated to him/her by the competent authority from time to time.

Director:

The Director shall exercise the powers of a Head of Office as are available to the Heads of Offices in the offices of the Government of India and such other powers as are delegated to him/her by the competent authority from time to time.

(Refers to amendments on page 21)

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(A)	<p>Minor Penalties</p> <p>(i) Censure; (ii) Withholding of increments (iii) Withholding of Promotion (iv) Recovery from pay of the whole or part of any pecuniary loss caused to the Centre by negligence or breach of the rules or regulations of the Centre or orders or directions of superior authorities;</p>	<p>(i) Censure; (ii) Withholding of Promotion; (iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Centre by negligence or breach of orders; (iii) (a) Reduction to a lower stage in the time scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension; (iv) Withholding of increments of pay.</p>
(B)	<p>Major Penalties</p> <p>(v) Reduction to a lower stage in a time- scale or to a lower grade or post; (vi) Compulsory Retirement; (vii) Removal or dismissal from service.</p>	<p>(v) Save as provided for in Clause (iii) (a), reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee of the Centre will earn increments of pay during the period of such reduction will or will not have the effect of postponing the future increments of his / her pay; (vi) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee of the Centre to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the employee was reduced and his seniority and pay on such restoration to that grade, post or service; (vii) Compulsory retirement; (viii) Removal from service which shall not be a disqualification for future employment under the autonomous organization. (ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the autonomous organization.</p>
51.	<p>Procedure for imposing penalties</p>	
	<p>Clause 2</p> <p>In the case of a major penalty (those mentioned in clause (v) to (vii) of Rule 49 B, no order imposing such a penalty shall be passed except after the desired inquiry has been held and an opportunity has been given to the employee to make any representation against the penalty proposed to be awarded in the light of the findings of the Inquiry Officer and the disciplinary authority's conclusions thereon.</p> <p>No order imposing any of the penalties, specified in clause (v) to (ix) of Bye Laws No. 49 (B) shall be made, except after an inquiry has been held, as far as may be, in the manner provided in Rule 14 and Rule 15 of the CCS (CCA) Rules, 1965 as amended from time to time.</p>	

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