

MEMORANDUM OF ASSOCIATION OF THE INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY (IASST)

The Institute of Advanced Study in Science and Technology, Guwahati was founded in the year 1979 by the Assam Science Society with the prime objective of setting up a premier research establishment and building infrastructure for carrying out high quality research in Science and Technology in North Eastern Region. The institute was registered under Societies Registration Act, 1860 as a separate institute of Government of Assam in the year 1991. The IASST, Guwahati was converted into an autonomous grant-in-aid institute under the department of Science and Technology, Government of India with effect from 09-03-2009.

- 1. Name:** The name of the society is the "Institute of Advanced Study in Science and Technology"
- 2. Head Office:** The head office of the Institute of Advanced Study in Science and Technology is located at Vigyan Path, Paschim Boragaon, P.O.-Garchuk, Guwahati-781035, Assam.
- 3. Vision:** To emerge as a centre of excellence in frontier research areas of Physical and Life Sciences with international visibility and building human resources towards advanced scientific knowledge for Societal development.
- 4. Objectives:**
1. To create a center of excellence for basic and applied scientific research in Physical and Life Sciences.
 2. To strengthen scientific research in core areas by generating funds through extramural projects.
 3. To attract and motivate the young talents towards scientific research.
 4. To spread awareness for growth of Science and Technology in the region through societal interventions.

- 5. Scope of Works:**
1. Basic and applied plasma physics
 2. Advanced material sciences
 3. Mathematical and computational sciences
 4. Biodiversity and ecosystems research
 5. Traditional knowledge based drug development and development.

6. Rules & Regulations: Rules and Regulations means the Rules and Regulations of the Institute of Advanced Study in Science and Technology (IASST).

7. Bye laws: Bye laws means Bye laws of the Institute of Advanced Study in Science and Technology (IASST) framed under rule 20 of the Rules & Regulation of the IASST.

8. Staff Rules : Staff Rules means Staff Rules of the Institute of Advanced Study in Science and Technology (IASST) framed under rule 24 of the Bye laws of the IASST.

BYE – LAWS

Of

INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY (IASST)

1. SHORT TITLE AND COMMENCEMENT

- 1.1. These Bye-laws, framed under rule 20 of the Rules and Regulations of the Institute of Advanced Study in Science and Technology (IASST), shall be called the Bye-laws of IASST (hereinafter referred to as Bye-laws).
- 1.2. These Bye-laws may be read in conjunction with the Rules and Regulations of IASST.
- 1.3. These Bye-laws shall be effective from _____.
- 1.4. These Bye-laws supercede earlier Bye-laws approved by the Governing Council in its meeting held on 26th March, 2004.

2. DEFINITIONS

- 2.1. In these Bye-laws, unless the context otherwise requires:
 - (i) "IASST" shall mean the International Institute of Advanced Study in Science and Technology (IASST);
 - (ii) "Chairperson" shall mean the Chairperson of the Governing Council nominated by the Government;
 - (iii) "Director" shall mean the Director of IASST;
 - (iv) "Governing Council" shall mean the Governing Council constituted under rule 4 of the Rules;
 - (v) "Government" shall mean the Government of India;
 - (vi) "Member Secretary" shall mean the Member Secretary of the Governing Council;
 - (vii) "Rules" shall mean the Rules and Regulations of the IASST; and
 - (viii) "Staff Rules" shall mean the Staff Rules framed under bye-law No.22 of these bye-laws.

3. BUDGET ESTIMATES

- 3.1. The Director will cause the preparation of the detailed estimates of the receipts and expenditure of IASST for the ensuing financial year by a date not later than 1st September.
- 3.2. The budget estimates shall be placed before the Governing Council for consideration and approval. The estimates shall, thereafter, be submitted to the Government for final approval.

4. APPROPRIATION AND REAPPROPRIATION

- 4.1. The funds of IASST shall normally be appropriated for expenditure on the items which have been approved by the Governing Council. Accordingly, the Director shall have full powers to meet the expenditure that has been approved by the Governing Council.
- 4.2. The Director shall have the power to re-appropriate funds from one unit of expenditure to another subject to conditions stipulated in rule 18 of the Rules.

5. EXPENDITURE SANCTION

- 5.1. The Director shall have full powers to sanction expenditure on any item included in the budget up to the limit prescribed by the Governing Council. He may delegate these powers to sanction expenditure to any subordinate authority of IASST with the prior approval of the Governing Council.

6. DRAWAL OF FUNDS

- 6.1. All receipts of IASST shall be deposited in scheduled commercial banks/ financial institutions. All withdrawals shall be effected only by such officer(s) as are duly authorized by the Director. All payments exceeding Rs. 20,000/- to outside parties shall be made by cheques. Cheque books shall remain in the custody of the Finance and Accounts Officer and any other officer(s) nominated by the Director.
- 6.2. Such members of staff of IASST, as may be so authorized by the Director, shall be allowed to draw and keep at their disposal permanent advances of an appropriate amount to meet contingent expenditures. The permanent advances will be replenished from time to time.
- 6.3. The Finance and Accounts Officer shall apply a check, in the nature of pre-audit, on all payments made from the funds of IASST and will record objections, if any. Such objections shall be submitted to the Director for consideration and final orders.

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Director of IASST
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7. ANNUAL ACCOUNTS AND RESULTS OF AUDIT

- 7.1 At the end of every financial year, the Annual accounts of IASST for the year shall be compiled. An intimation shall be sent to the auditor appointed by the Governing Council under rule 19.2 for auditing the annual accounts. The auditor will thereupon arrange for the audit of the annual accounts and submit the certificate of audit by end of June.

8. CONTRACTS

- 8.1 All contracts shall be executed by the Director on behalf of IASST or by an officer of IASST, duly authorized by him.
- 8.2 All contracts shall be carefully drawn up, if necessary, under competent legal advice.

9. LEGAL ACTION

- 9.1 The Director or his nominee shall have full powers to sue and to file or defend suits and other proceedings in a court of law on behalf of IASST.
- 9.2 The Director shall have the power to negotiate, settle or refer to arbitration any dispute relating to IASST.

10. WRITE OFF OF SURPLUS STORES AND LOSSES

- 10.1 The Director shall have the power to declare any equipment/stores/machinery obsolete as surplus or unserviceable and dispose of the same in accordance with the provisions laid down in the General Financial Rules (GFR) 2005.

11. DIRECTOR AS HEAD OF THE DEPARTMENT

- 11.1 Director shall exercise the powers of Head of the Department as prescribed by the Government in relation to the Accounts Code, Fundamental Rules, Supplementary Rules and other Rules of the Government in so far as they are applicable to IASST.
- 11.2 The Director may during his absence from headquarters authorize the Senior-most Scientist of IASST present during the period, to sanction advance for travel allowance, contingencies and to sign and countersign bills on his behalf. In emergent cases, the person so authorized may also exercise the powers of the Director and apprise the latter of the action taken.

12. REGISTRAR

12.1 The Registrar shall be:

- (i) in charge of all aspects of administration and shall function under the supervision and control of the Director;
- (ii) responsible for the maintenance, upkeep and security of the premises and the property of IASST;
- (iii) responsible for implementation of the Official Language Policy of the Government in IASST;
- (iv) the custodian of records and the common seal of IASST;

12.2 The Registrar shall perform such other functions as may be assigned to him by the Governing Council or by the Director.

12.3 The Registrar shall exercise the powers of Head of the Office as prescribed by the Government in relation to the Fundamental Rules, Supplementary Rules and other Rules of the Government in so far as they are applicable to IASST.

12.4 In the absence of the Registrar, the Finance and Accounts Officer shall, with the approval of the Director, discharge the functions of Registrar.

13. FINANCE AND ACCOUNTS OFFICER

13.1 The Finance and Accounts Officer shall be incharge of finance and accounts under the supervision and control of the Director.

13.2 He shall liaise and closely coordinate in preparation of the budget of IASST.

13.3 He shall be responsible for proper maintenance of the accounts of IASST. He shall ensure that all receipts of IASST are promptly deposited and accounted for in the bank accounts of IASST.

13.4 He shall be responsible to scrutinize and authorize all payments to be made on behalf of IASST and discharge the functions of Drawing and Disbursing Officer.

13.5 He shall be responsible for proper investment of surplus funds and safe custody of financial instruments and securities. He shall also be responsible for maintenance of Register of Securities.


- 13.6 He shall be responsible for timely compilation of annual accounts and getting the same audited. He shall also be responsible for ensuring that the audit observations are satisfactorily replied to.
- 13.7 The Finance and Accounts Officer shall perform such other functions as may be assigned to him by the Governing Council or by the Director.
- 13.8 In the absence of the Finance and Accounts Officer, the Registrar shall, with the approval of the Director, discharge functions of Finance and Accounts Officer.

14. CLASSIFICATION OF EMPLOYEES OF IASST

- 14.1 The employees of IASST (other than those paid out of contingencies) shall be classified as under:
- (i) **Academic Staff:** Director, Professor (II & I), Associate Professor (II & I), Assistant Professor (II & I) and such other posts as may be decided by the Governing Council from time to time.
 - (ii) **Technical staff:** Technical Officers in the grades (E, D, C, B & A), Technical Assistants in the grades (II & I), Technicians in the grades (II & I) and such other posts as may be decided by the Governing Council from time to time.
 - (iii) **Administrative staff:** Officers in the grades (E, D, C, B & A), Assistants in the grades (B & A), Hindi Translator and such other posts as may be decided by Governing Council from time to time. However, the Director depending upon the requirements may assign the functions and responsibilities of Registrar, Finance and Accounts Officer, Security and Fire Officer, Stores and Purchase Officer etc.,
 - (iv) **Support staff:** Drivers in the grades (C & B) Laboratory Assistants in the grades (D, C & B) and other posts as may be decided by the Governing Council from time to time.

15. APPOINTMENTS

- 15.1 The proposals for creation of new posts and upgradation of existing posts shall be considered by the Governing Council and appropriate recommendations shall be made to the Government. Creation of posts and upgradation of posts will be subject to orders issued by the Government in this regard from time to time and no posts will be created as upgraded without approval of the Government.

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- 15.2 All vacant posts shall be filled in accordance with the provisions of approved Recruitment Rules, following the prescribed procedure of selection and subject to Government of India instructions issues from time to time as applicable to an autonomous scientific research institution.
- 15.3 The Governing Council shall have the power to appoint staff of all categories, on the recommendations of the appropriate Recruitment and Selection Committee(s)/Assessment Committee(s). The Governing Council may, however, by a resolution delegate these powers to the Chairperson or the Director except for the post of Director, appointment for which shall be made with the prior approval of the Government.
- 15.4 The Governing Council shall have the power to fix, on the recommendations of the appropriate Recruitment and Selection Committee(s) as constituted under the relevant Recruitment Rules, the pay at the time of initial appointment of an incumbent at a stage higher than the minimum of the scale but not involving grant of more than five (05) increments in any case in respect of the posts to which appointments can be made by the Governing Council. The Chairperson shall exercise these powers in respect of the posts for which the Chairperson may be the appointing authority under powers delegated to him under bye-law 15.3.
- 15.5 The Director shall have the power to appoint and fix, on initial appointment, the pay at a stage not exceeding five (05) increments, based on the recommendations of the appropriate Recruitment and Selection Committee(s)/Assessment Committee(s) for all the categories of staff for which she/he is the appointing authority under the powers delegated to her/him by the Governing Council under bye-law 15.3.
- 15.6 The qualifications, experience and age limit for the selection of Director shall be as per provisions laid down by the Government and included in the relevant Recruitment Rules for the post.
- 15.7 Except for the post of Director, the essential qualifications for filling all other posts by direct recruitment, ad-hoc appointments or by deputation or on contract, shall be laid down in the relevant Recruitment Rules.
- 15.8 In the case of posts to be filled, except by way of promotion, the terms and conditions attached to the posts shall be advertised/circulated by the Registrar. All applications received within the date specified in the advertisement shall be considered by a Screening/ Shortlisting Committee constituted by the Director in accordance with the guidelines framed by him. The recommendations of the Screening/ Shortlisting Committee shall be submitted to the Director for his approval.
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15.9 The Recruitment and Selection Committee constituted in accordance with the Recruitment Rules will consider the screened-in/shortlisted candidates as approved by the Director. The Recruitment and Selection Committee shall carry out the process of selection in accordance with the provisions of the relevant Recruitment Rules. The Recruitment and Selection Committee shall submit the list of selected candidates arranged in order of merit to the Director for further action by the appointing authority.

15.10 No act or proceedings of any Recruitment and Selection Committee shall be invalidated on the ground merely for the absence of any member or members of the Recruitment Selection Committee, provided that the Chairman and at least 50% of the members, including at least two outside experts, are present.

15.11 Applications from the candidates either studying or working abroad and having outstanding credentials, publication record, experience and expertise related to the present R&D or future planned R&D programmes of IASST shall be consolidated over a period of time and put up to the High Power Standing Committee constituted by the Governing Council for selection of outstanding candidates for ad-hoc/contract appointments. On the recommendations of the High Power Standing Committee, the Director, with the approval of the Chairperson, offer a suitable position on an ad-hoc/contract basis. Such persons shall be eligible for consideration for appointment as per the provisions of the Recruitment Rules against regular posts.

15.12 All appointments made at IASST shall be reported to the Governing Council at its next meeting.

16. RECRUITMENT AND ASSESSMENT SCHEME FOR ACADEMIC AND TECHNICAL STAFF

16.1 IASST shall frame the Rules for Recruitment of Academic staff and Technical Staff and also Assessment schemes for the Promotion of Academic staff and Technical Staff with the approval of the Governing Council and the Government.

16.2 All the posts, classified as technical staff, carrying a payscale having a maximum of Rs. 7000/- (as per 5th CPC), that are to be filled by direct recruitment, shall be advertised in the Employment News and Rozgar Samachar. A copy of the advertisement shall also be sent to local Employment Exchange.

17. RECRUITMENT AND ASSESSMENT SCHEME FOR ADMINISTRATIVE AND SUPPORT STAFF

- 17.1 IASST shall frame the Rules for Recruitment of Administrative and Support Staff and also a scheme for promotion of Administrative and Support Staff with the approval of the Governing Council and the Government.
- 17.2 All the posts, classified as administrative and support staff, carrying a payscale having a maximum of Rs. 7000/- (as per 5th CPC), that are to be filled by direct recruitment, shall be advertised in the Employment News and Rozgar Samachar. A copy of the advertisement shall also be sent to local Employment Exchange.

18. ACADEMIC AND TECHNICAL SUPPORT STAFF

- 18.1 The deployment of Academic and Technical staff of IASST shall be decided by the Director.

19. ADMINISTRATIVE AND SUPPORT STAFF

- 19.1 The deployment of Administrative and Support staff, as considered appropriate, shall be decided by the Director.

20. STUDY AND TRAINING ABROAD

- 20.1 The proposals relating to scholarship, fellowship, study or training abroad of the staff members shall be put up by the Director to the Chairperson for approval. The terms of such visits will be regulated in accordance with Government instructions as applicable to scientific research institutions and/or existing practices in reputed government-funded research institutions of the country .

However, such study and training abroad proposals relating to the Director will be referred to the Government with the recommendations of the Chairman and all such proposals shall be reported to the Governing Council at the next meeting.

21. SUBMISSION OF REPORT ON RETURN FROM ABROAD

- 21.1 After return from deputation/study leave/training abroad, the staff member shall submit a comprehensive report relating to the visit within a month from the date of return.

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Certified to be true copy

Registrar of Firms and Societies, Assam
Horseshoe Complex, Guwahati
[Signature]

22. STAFF RULES

22.1 The employees of IASST shall be governed by these Bye-Laws and Staff Rules approved by the Governing Council in respect of their emoluments, allowances, conditions of service and other related matters. They shall be further subject to such standing orders and circulars as issued from time to time.

23. ALLOWANCE TO MEMBERS OF THE GOVERNING COUNCIL/OTHER COMMITTEES

23.1 Travelling allowance and daily allowance for Chairperson and other non-official members of the Governing Council and other committees constituted by the Governing Council/Director shall be regulated in accordance with the extant rules of the Government treating them as equivalent to Group 'A' Officers of the Government.

23.2 The Chairperson and Members of the Governing Council and other committees constituted by the Governing Council/Director may be paid honorarium. The rate of honorarium shall be fixed by the Governing Council.

24. AMENDMENTS OF BYE-LAWS

24.1 These Bye-laws may be amended by the Governing Council with the approval of the Government.

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STAFF RULES

of

INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY (IASST)

1. SHORT TITLE AND COMMENCEMENT

- 1.1. These Staff Rules, framed under bye-law 22 of the Bye-laws of the Institute of Advanced Study in Science and Technology (IASST), shall be called the Staff Rules of IASST. (hereinafter referred to as Staff Rules).
- 1.2 These Staff Rules may be read in conjunction with the Rules and Regulations and the Bye-laws of the Institute of Advanced Study in Science and Technology (IASST).
- 1.3 They shall come into force with effect from _____.
- 1.4 These Staff Rules supersede earlier Staff Rules approved by the Governing Council in its 26th meeting held on 2nd May 1991.

2. DEFINITIONS

- 2.1 In these Staff Rules, unless the context otherwise requires:

(i)"IASST" shall mean the Institute of Advanced Study in Science and Technology;

(ii)"Bye-laws" shall mean the bye-laws framed under rule 20 of the Rules and Regulations;

(iii)"Chairperson" shall mean the Chairperson of the Governing Council, nominated by the Government;

(iv)"Director" shall mean the Director of IASST;

(v)"Governing Council" shall mean the Governing Council constituted under rule 4 of the Rules and Regulations;

(vi) "Government" shall mean the Government of India;

(vii) "Member Secretary" shall mean the Member Secretary of the Governing Council; and

(viii)"Prescribed authority" shall mean the authority vested with specific powers under these staff rules or under instructions issued to give effect to any of the provisions of these Staff Rules.

(ix)"Rules" shall mean and include the Rules and Regulations of IASST.

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3. APPLICABILITY

3.1 These Staff Rules shall be applicable to all the employees of IASST except consultants/workers engaged on contract basis.

4. PAY STRUCTURE

4.1 The Institute of Advanced Study in Science and Technology, IASST will adopt revised pay structure as per Central Civil Services (Revised Pay) Rules, 2008 being followed by the Government of India. The pay as per revised pay structure, applicable to various posts, in IASST are given in Schedule-I of the Staff Rules.

5. DEARNESS ALLOWANCE AND TRANSPORT ALLOWANCE

5.1 Dearness allowance and transport allowance shall be as admissible under the Government of India rules as applicable from time to time.

6. HOUSE RENT ALLOWANCE

6.1 The rates of house rent allowance shall be as admissible under the Government of India rules as applicable from time to time.

6.2 In case of Director/Senior Academic Staff, leased accommodation may be provided with the approval of the Governing Council.

7. COMPREHENSIVE MEDICAL SCHEME

7.1 The employees of IASST and their wholly dependent family members shall be entitled to reimbursement of medical expenses incurred on themselves and their families as admissible to the Government of India employees of the same categories as per Government of India rules and orders on the subject that may be issued from time to time.

Note : (i) Reference to "Government" and "Government servant" in the Government of India rules and orders on the subject that may be issued from time to time shall be construed as reference to the "Institute of Advanced Study in Science and Technology, (IASST)" and to "every person appointed to a post in connection with the affairs of IASST" respectively; and (ii) The Prescribed Authority or Competent Authority in the Government of India rules and orders on the subject that may be issued from time to time shall mean the "Director" in the case of all the employees and the Governing Council in the case of the Director.

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7.2 This scheme shall be applicable to all regular employees and the wholly dependent members of their family. Deputationists, may also opt for this scheme in lieu of the scheme in force in their parent organizations. However, option in this respect is to be exercised within one month of appointment on deputation, failing which it shall be construed that the deputationist has opted for the scheme in force in IASST.

7.3 The term 'family' for the purpose of the these Rules, shall mean an employee's wife or husband, as the case may be, and parents, sisters, widowed sisters, widowed daughters, minor brothers, children, stepchildren, divorced/separated daughters and stepmother wholly dependent upon the employee and are normally residing with the employee.

Note – The income limit for the purpose of providing medical facilities to the family members of the employees of IASST shall be Rs. 3500/- plus the amount of dearness relief on basic pension of Rs. 3500/- as on the date of consideration.. The condition of dependency both in the case of the husband or the wife of the employees of IASST has been dispensed with.

Age limit of family members. – The age limit for dependent family members of employees of IASST for the purpose of availing medical facilities under these Rules will be as under: –

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|--|-----|--|
| (i) Son | -- | Till he starts earning or attains the age of 25 years, whichever is earlier. |
| (ii) Daughter | -- | Till starts earning or gets married, irrespective of the age-limit, whichever is earlier,. |
| (iii) Son suffering from any permanent disability of any kind (physical or mental) | --- | Irrespective of the age limit. |
| (iv) Dependent divorced/abandoned or separated from their husband/ widowed daughters and dependent unmarried/divorced/abandoned or separated from their husband/ widowed sisters | | Irrespective of age limit. |
| (v) Minor brother(s) | | Upto the age of becoming a major. |

7.4 The Comprehensive Medical Scheme (CMS) will have the following features:

- (i) For out patient examination/services, each employee will be allowed to consult CGHS hospital/CGHS approved/recognized hospitals.

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- (ii) The consultation fee payable to CGHS Hospital or CGHS recognized hospitals shall be as per Central Government norms.
- (iii) The reimbursement for cost of medicines, prescribed by CGHS Hospital or CGHS recognized hospitals, will be as per Central Government approved list.
- (iv) The various diagnostic tests shall be carried out in the CGHS Hospital or CGHS recognized hospitals. The reimbursement towards such tests shall be as per Central Government norms/CGHS rules.
- (v) The employees and the wholly dependent members of their family can avail of specialist consultations as well as inpatient treatments on the specific recommendations of the AMOs in any of the panel hospitals located in Greater Guwahati Municipal Corporation (GGMC). The expenses related to inpatient treatment shall be as per CSMA/CGHS rules, **(in CGHS or CGHS recognized hospitals)**.
- (vi) The serving employees of the IASST located outside Greater Guwahati Municipal Corporation (GGMC) and their dependent family members may be provided Health Care facility under CS (MA) rules, 1944.
- (vii) Under the scheme, the employees shall make the following monthly contribution, which shall be deducted from their salaries accordingly or as amended by the Govt. from time to time.

Grade Pay Drawn by Officer P.M	Contribution P.M
Upto Rs. 1650	Rs. 50
Rs.1800, Rs.1900, Rs. 2000, Rs. 2400 & Rs. 2800	Rs. 125
Rs.4200	Rs. 225
Rs. 4600, Rs. 4800, Rs. 5400 & Rs. 6600	Rs. 325
Rs. 7600 and above	Rs. 500

- (viii) Apart from the above medical facilities, a personal accident policy (at IASST site) will also be provided to each employee (not their families).

7.6 For Treatment Outside India

In case of treatment of extremely complex ailments, for which adequate specialized treatment is not available in India, the employees and their dependents shall be eligible to avail the treatment from outside India with the approval of the Governing Council as per the guidelines approved by the Government.

8. GROUP INSURANCE

- 8.1 The employees of IASST will be governed by the Group Savings Linked Insurance Scheme (GSLIS) with the Life Insurance Corporation of India (LIC). This is an obligatory scheme, for which all the employees have to compulsorily contribute every month.



7.2 This scheme shall be applicable to all regular employees and the wholly dependent members of their family. Deputationists, may also opt for this scheme in lieu of the scheme in force in their parent organizations. However, option in this respect is to be exercised within one month of appointment on deputation, failing which it shall be construed that the deputationist has opted for the scheme in force in IASST.

7.3 The term 'family' for the purpose of the these Rules, shall mean an employee's wife or husband, as the case may be, and parents, sisters, widowed sisters, widowed daughters, minor brothers, children, stepchildren, divorced/separated daughters and stepmother wholly dependent upon the employee and are normally residing with the employee.

Note – The income limit for the purpose of providing medical facilities to the family members of the employees of IASST shall be Rs. 3500/- plus the amount of dearness relief on basic pension of Rs. 3500/- as on the date of consideration.. The condition of dependency both in the case of the husband or the wife of the employees of IASST has been dispensed with.

Age limit of family members. – The age limit for dependent family members of employees of IASST for the purpose of availing medical facilities under these Rules will be as under: –

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|--|-----|--|
| (i) Son | -- | Till he starts earning or attains the age of 25 years, whichever is earlier. |
| (ii) Daughter | -- | Till starts earning or gets married, irrespective of the age-limit, whichever is earlier,. |
| (iii) Son suffering from any permanent disability of any kind (physical or mental) | --- | Irrespective of the age limit. |
| (iv) Dependent divorced/abandoned or separated from their husband/ widowed daughters and dependent unmarried/divorced/abandoned or separated from their husband/ widowed sisters | | Irrespective of age limit. |
| (v) Minor brother(s) | | Upto the age of becoming a major. |

7.4 The Comprehensive Medical Scheme (CMS) will have the following features:

- (i) For out patient examination/services, each employee will be allowed to consult CGHS hospital/CGHS approved/recognized hospitals.



8.2 The Group Savings Linked Insurance Scheme has been categorized into three groups depending on grade of pay and insurance cover is to be granted on a graded basis as follows:

Group	Salary Range (Basic Pay as per VI th CPC)	Insurance Cover	Monthly Premium
A	Rs. 15600 & above	Rs. 120,000.00	Rs.120.00
B	Rs. 9300 & above upto Rs.15599/-	Rs. 60,000.00	Rs. 60.00
C	Rs. 5200 & above upto Rs.9299/-	Rs. 30,000.00	Rs. 30.00

The above monthly premium will be recovered through monthly pay bill and remitted to the LIC directly. This scheme is effective from June 1992. In case of employees who join IASST during a given year, the scheme will be made applicable to them from next renewal date.

8.3 Benefits of the Group Savings Linked Insurance Scheme:

A single Master Policy on behalf of all the employees will be issued by LIC in favour of Director, IASST.

In case of retirement, resignation, termination, etc. only accumulated savings portion with interest (discounted value) will be paid by LIC.

In case of death of an employee while in service, the amount of insurance applicable to the category will be paid by LIC.

Entire monthly contribution paid by the employee is treated as payment of insurance premium and income-tax deduction is allowed under Section 80C of Income-Tax Act.

9. LEAVE TRAVEL CONCESSION

9.1 The employees of IASST shall be granted Leave Travel Concession (LTC) as admissible to the Government of India employees of the same categories as per Government of India rules and orders on the subject that may be issued from time to time.

10. CHILDREN EDUCATION ALLOWANCE

10.1 Children educational allowance scheme shall be as admissible under the Government of India rules and orders on the subject that may be issued from time to time.

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11. TRAVELLING ALLOWANCE AND DAILY ALLOWANCE

- 11.1 Traveling allowance (TA) and Daily allowance (DA) for the official journeys undertaken by the employees of IASST shall be as admissible under the Government of India rules and orders on the subject that may be issued from time to time.
- 11.2 The members of the Governing Council, Scientific Advisory Council, members of various Recruitment and Selection Committees/Assessment Committees, experts invited for delivering lectures/technical discussions etc., shall be paid Travelling allowance and Daily allowance alongwith local hospitality as per their eligibility and as approved by the Director. Tickets of official journey may be booked through authorized agents like Balmer Lawrie & Co. / Ashok Travels.
- 11.3 Post Doctoral Fellows, Research Scholars/Fellows/Associates and Consultants working at IASST, Guwahati shall be entitled to the payment of TA/DA for the official journeys undertaken by them as given below:
- (i) Post. Doc. Fellows/Research Scholars/ - As admissible to Assistant
Fellow/Associate Professor-I
 - (ii) Consultants - As per the terms & conditions
of their consultancy contract
- 11.4 Travelling Allowance entitlement for candidates called for interview/test at the time of recruitment and joining duty shall be as per Government of India rules and orders from time to time.
- 11.5 Road mileage allowance at the temporary duty station shall be reimbursed in full and at actuals on production of receipts/vouchers as long as the destinations are in accordance with those set out in the movement order.
- 11.6 Director shall have the authority to permit the employees of the IASST to travel by a class/mode beyond their entitlement under exceptional circumstances, the reason being recorded in writing.
- 11.7 The employees of IASST undertaking fieldwork shall be granted travelling allowances and other related expenses on the scale and under the rules as applicable to corresponding categories of officials of the Government of India.
- 11.8 Reimbursement of charges for booking of rail tickets through Internet/e-ticketing, booked through the website of Indian Railways shall be allowed only for railway journeys undertaken for official purpose.
- 11.9 The element of Service Tax, Education Cess and other similar levies being charged by Government on travel by Air/Road/Rail/Steamer on tour/ transfer or LTC are reimbursable to the individual officer.



11.10 In case when Air/Road/Rail tickets are booked through a travel agent, the additional service charges levied by the travel agent for providing such services shall be reimbursable to the individual officer, for journeys undertaken for official purpose only.

11.11 When rail/air tickets booked for journey in connection with official work are cancelled due to unavoidable official reasons, the cancellation charges shall be reimbursed.

11.12 Local conveyance reimbursement to the employees for carrying out official work at Greater Guwahati shall be as per eligibility and reimbursement rules applicable to corresponding categories of officials of Government of India.

12. ADVANCES

12.1 Interest-free festival advance and interest bearing advances for house building, purchase of computer, vehicle etc., for the employees of IASST shall be identical to those granted by the Government to officials with corresponding pay, subject to the availability of funds and after securing necessary collaterals.

12.2 The amount of house building advance, the rate of interest and repayment terms shall be as per Government rules.

13. LEAVE RULES AND DRAWAL OF LEAVE SALARY

13.1 The provisions of Central Civil Services (Leave) Rules, 1972 of the Government of India as amended from time to time shall apply mutatis mutandis to the employees of IASST.

Note : (i) References to "Government" and "Government Servant" in the Central Civil Services (Leave) Rules, 1972 of the Government of India as amended from time to time shall be construed as references to the "Institute of Advanced Study in Science and Technology, (IASST)" and to "every person appointed to a post in connection with affairs of IASST" respectively; (ii) the Prescribed Authority or Competent Authority in the Central Civil Services (Leave) Rules, 1972 of the Government of India as amended from time to time shall mean :

- (a) Chairperson in the case of Director except the casual leave which the Director himself can avail on his own authority.
- (b) Director in case of all the employees of IASST. However, he can assign the same to concerned Heads of Division/Team Leaders/ Registrar/Finance and Accounts Officer etc.



14. DEATH-CUM-RETIREMENT GRATUITY

14.1 The employees of IASST shall be granted Gratuity in accordance with the Gratuity Act of the Government of India.

15. EMPLOYEE'S PROVIDENT FUND

15.1 All the employees of IASST who have joined service before 1-1-2004 shall be covered under the Contributory Provident Fund (CPF) Act 1962, as amended from time to time, and shall contribute at the rates prescribed by Government of India from time to time. IASST will contribute in obligatory contribution as prescribed under the Act. All the Rules and Regulations with respect to advances, withdrawals, final settlement, deposit linked insurance scheme and pension are as per the EPF Act. Appointees on or after 01.01.2004 shall be governed under the provisions of the New Pension Scheme (NPS).

16. IASST EMPLOYEES' BENEVOLENT FUND

16.1 An IASST Employees' Benevolent Fund established from the date of these Staff Rules carrying into effect to provide assistance to the employees and their families in times of distress shall be continued and the fund shall be operated in terms of the conditions specified in the sub rules 16.2 to 16.7.

16.2 All the employees of IASST shall contribute an amount of Rs. 10/- per month. The same will be deducted from the individual salary on monthly basis. The rate of contribution is fixed same to all the employees, irrespective of their grade, designation. The contributions to this fund are non-refundable.

16.3 An equal amount of contribution to this fund shall be made by IASST on annual basis. In order to meet any shortfall due to unforeseen circumstances, IASST shall contribute the same and this extra contribution shall be reimbursed by the fund to IASST in due course.

16.4 The Director shall constitute an Executive Committee. The Executive Committee shall be responsible for operation and maintenance of the fund.

16.5 A separate bank account in the name of "IASST Employee's Benevolent Fund" shall be opened. All the accumulations to the fund in excess of Rs. 10,000/- shall be invested in the form of fixed deposit tied up to the above bank account.

16.6 The fund envisages a benefit in the form of one time payment to the nominee(s) of the members in case of death/permanent disability while in service. The one time payment in case of death shall be as follows:

- | | | | |
|------|--|---|--------------|
| (i) | from One day upto 10 years of service | - | Rs. 50,000/- |
| (ii) | from 10 years upto 20 years of service | - | Rs. 75,000/- |



(iii) above 20 years of service

The quantum of one-time assistance in case of permanent disability shall be decided by the executive committee on case to case basis. Provided that the quantum of assistance shall not exceed the corresponding amount payable in case of death.

The length of service for deciding the quantum of assistance shall also include the service rendered in IASST on Contract/Deputation/Ad-hoc basis prior to regular employment/permanent absorption.

16.7 Every member shall submit a nomination clearly specifying the nominee(s) and the ratio in which the quantum of assistance is to be paid to them.

17. SOURCES OF RECRUITMENT

17.1 Sources of recruitment shall be as laid down under the relevant recruitment rules for various posts of IASST as amended from time to time.

18. RESERVATIONS IN POSTS AND SERVICES

18.1 The Government of India orders regarding reservations/concessions/ relaxations for Scheduled Castes, Scheduled Tribes, Other Backward Classes, persons with disabilities etc., and other categories as applicable to autonomous bodies, and as amended from time to time shall be applicable to IASST.

19. AGREEMENT

19.1 Every employee of IASST shall accept in writing the terms and conditions of his/her appointment before joining IASST and again before taking up each subsequent appointment in IASST.

20. DECLARATIONS

20.1 At the time of joining IASST, employees are required to give various declarations wherever applicable with supporting original documents regarding home-town, date of birth, experience, qualifications, details of family, details of movable/immovable property, option regarding medical scheme to be availed of etc. They are also required to take an oath of secrecy.

21. VERIFICATION OF CHARACTER AND ANTECEDENTS

21.1 The appointing authority should satisfy itself that the character and antecedents of the persons proposed to be appointed are such as not to render them unsuitable for appointment.

MEDICAL EXAMINATION ON FIRST APPOINTMENT

Every employee, on first appointment, shall produce a certificate of medical fitness from a Medical Board / Medical officer determined by IASST.

PROBATION

All Group 'A' officers will be on probation for a period of one (1) year and Group 'B' officers and other staff will be on probation for a period of two (2) years from the date of joining IASST on the first occasion through direct recruitment. On the basis of assessment of conduct and work, the probation of an employee may be terminated on satisfactory completion of the prescribed period of probation or extended by the appointing authority. However, save for exceptional reasons, probation will not be extended for more than a year and no employee will be kept on probation for more than double the normal period.

The appointing authority shall have the power to terminate the services of a member of the staff, if the performance of the officer during the period of his/her probation is not satisfactory, without assigning any reasons during the period of his/her probation, giving him one month's notice.

There will be no probation in case of promotion within the same group. However, whenever there is a change of group due to promotion, the staff promoted will be on probation for a maximum period of two (02) years.

CONFIRMATION

An employee, on his first appointment, will be confirmed in the service of IASST after satisfactory completion of his probationary period.

PERFORMANCE OF DUTIES

Every employee shall perform such duties as may be entrusted to him/her and shall, to the best of his/her ability and carry out the lawful directions of the Authorities of IASST.

OBEDIENCE TO RULES AND REGULATIONS, BYE-LAWS AND STAFF RULES

During the period of service, every employee shall observe, obey and abide by the Rules and Regulations, Bye-laws, Staff Rules, standing orders and circulars issued by IASST.

ANNUAL CONFIDENTIAL REPORTS

Annual Confidential Reports (ACRs) in respect of all the employees of IASST excluding Director IASST shall be recorded on yearly basis i.e., **1st April to 31st**



March. The proforma of Annual Confidential Reports may also include performance appraisal of all the employees of IASST.

- 27.2 The reporting, reviewing and countersigning officers for the Annual Confidential Reports shall be as decided by the Director for various employees depending upon their placement and on the basis of supervisory role in the hierarchy during the financial year.
- 27.3 An Annual Confidential Report is regarded as valid and gradings are taken into account for shortlisting for assessment, if an employee has joined or has been promoted on or before 1st October during the period of the report.

28. CONDUCT RULES

- 28.1 CCS(Conduct) Rules, 1964 as amended from time to time, will mutatis mutandis be applicable to the IASST, Guwahati.

29. DISCIPLINARY RULES

- 29.1 CCS(CCA) Rules, 1965 as amended from time to time will mutatis mutandis be applicable to the IASST, Guwahati.
- 29.2 The Appointing/Disciplinary and Appellate Authority in respect of posts in IASST, Guwahati shall be as under :

Posts	Appointing/Disciplinary Authority	Appellate Authority
Director	Governing Council with the prior approval of the Government	Government of India
All posts carrying GP above Rs. 8,700/-	Governing Council	Secretary of the Administrative Ministry/Department overseeing IASST.
All posts carrying GP upto Rs. 8,700/-	Director	Governing Council

30. AGE OF SUPERANNUATION

- 30.1 The age of superannuation of all the academic administrative and technical categories of employees of IASST shall be 60 years or as prescribed by the Government of India from time to time.

RESIGNATION

Any employee of IASST other than Director may resign from his/her post giving notice of three (03) months in writing addressed to the Director and in the case of the Director, by a letter addressed to the Chairperson of the Governing Council; Provided that such a resignation shall take effect only from the date from which the same is accepted by the appointing authority.

In exceptional cases, if the competent authority is satisfied with the reasons for the employee resigning, the notice period of three (03) months can be reduced or waived off.

VOLUNTARY RETIREMENT

At any time, after an employee has completed 20 years of qualifying service or has attained the age of 55 years, he/she may, by giving notice of not less than three (03) months in writing addressed to the appointing authority, retire from service subject to there being no enquiry or vigilance case contemplated or pending against such an employee;

Provided that this shall not be applicable to the employees who seek voluntary retirement from service on return from study leave/training etc., as they are bound by an agreement to serve IASST for a specified period after return. Otherwise, they shall return to IASST the entire emoluments/expenses drawn/spent during such study leave/training etc.

RETIREMENT/REALLOCATION OF WORK ON MEDICAL GROUND

Notwithstanding any thing contained in the Bye-laws and the Staff Rules, the appointing authority may retire a member of the staff on three (03) months, if he/she has been incapacitated for further service on account of permanent physical or mental disability if so certified by the competent medical authority as determined by IASST. The decision of the appointing authority in this regard shall be final and binding on the member of the staff concerned. The appointing authority may pay such member of the staff three months' pay and allowances in lieu of the notice.

The appointing authority may reallocate works of an employee notwithstanding the conditions of his/her initial appointment. If he/she has been incapacitated for further service in the past of his/her initial appointment.

TERMINATION

All appointments on contractual basis shall specify a period of notice for termination in writing, by both contracting parties;

Provided that the appointing authority may accept a shorter period of notice from a contract employee of IASST in special circumstances;



35. EXTENSION/RE-EMPLOYMENT

35.1 The grant of extension of service/re-employment to the employees of IASST beyond the age of superannuation shall be regulated in accordance with the instructions issued by the Government of India in this regard from time to time.

36. EMPLOYMENT ON COMPASSIONATE GROUNDS

36.1 In the event of death of an employee during service in IASST, one of the family members of the employee may be considered for employment on compassionate grounds to Group "C" (no more Group D post after 6th CPC) post. Such employment will be at the entry level only and subject to fulfilling the minimum age and qualification requirements laid down for the post. The limit for employment under the above scheme shall not exceed 5% of vacant posts in the respective group. A Recruitment and Selection Committee shall be appointed and based on their recommendations and subject to fulfilling the above requirements, the appointing authority may accept and offer employment on compassionate grounds.

37. WORKING DAYS AND HOURS

37.1 IASST will observe five (05) working days a week i.e. from Monday to Friday.

37.2 The working hours of IASST shall be from 09.00 AM to 05.30 PM with half an hour lunch break from 01.00 PM to 01.30 PM. However, the duty hours of the staff members of security, operation and other services, if required, shall be as prescribed by the Director from time to time.

38. ATTENDANCE

38.1 All the employees of IASST shall observe punctuality. To check late attendance, half a day's casual leave will be debited to the casual leave account for each late attendance but late attendance upto an hour on not more than two occasions and early departure upto 2 hours on one occasion, in a month may be condoned by the Competent Authority, if he is satisfied that it is due to unavoidable circumstances. In case, such a course does not ensure punctual attendance of the employee, suitable disciplinary action may be taken against him/her, in addition to debiting half a day's casual leave to his/her casual leave account on each occasion of such late attendance.

38.2 However, in case of Scientific staff/Technical Officers and Officer cadres a flexible attendance scheme as formulated by IASST shall be followed.

HOLIDAYS

All Government of India holidays, suitably modified by the Director to meet the local needs, shall be observed by IASST. A list of holidays for IASST will be announced every year by 31st December of preceding year.

DETENTION ON SATURDAYS/SUNDAYS AND HOLIDAYS

The Director, Dean of Faculty or Registrar/, Finance and Accounts Officer/concerned Team Leaders or a member of the staff to whom the power has been delegated by the Director may, for urgent work call any member of the staff on Saturdays/Sundays and IASST holidays or detain them after the working hours or call them before the working hours and the member of the staff so called/detained shall comply with the instructions received by him in this regard.

All employees of IASST classified as Technical, Administrative and Support Staff with the Grade Pay up to Rs 4200/- shall be entitled to the grant of compensatory leave as per rules and orders of IASST.

TRANSPORTATION

IASST may arrange transportation, at fixed timings, for its staff for commuting from points upto which public transport is available to IASST and back.

CANTEEN SUBSIDY

IASST shall provide the space required for the canteen, utensils, crockeries, cooking gas, etc. to canteen contractor so as to facilitate that the employees get wholesome food at reasonable price.

ACCEPTANCE OF HONORARIUM/FEE

Employees desirous of undertaking assignments outside IASST need to take prior permission of the Competent Authority. In case any honorarium/fee is received for such assignment, the same shall be regulated as per relevant provisions of Fundamental Rules and Supplementary Rules of the Government of India as amended from time to time.

APPLICATIONS FOR JOBS OUTSIDE IASST

In a calendar year, normally a maximum of four (04) applications of an employee for outside job will be forwarded by the Director, only if he/she is not at that time under any contractual obligation to serve IASST for a stipulated period. The discretion in this regard vests with the Director. However, the applications forwarded against the advertisements issued by UPSC/SSC/DST will not be



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counted against the above limit. Applications not in response to advertisement and circulars shall not be forwarded.

45. PERMISSION FOR HIGHER STUDIES

- 45.1 Permission for higher studies by correspondence or part time may be granted by the Director at his discretion based on utility of the course and its applications to the job of the member of the staff subject to the following conditions:
- (i) the pursuance of the course shall in no way affect the efficient discharge of official duties and the official should not come late and leave office early on account of above studies. Further, when official work demands, the employee so granted permission may be required to stay beyond office hours, work on holidays and go on temporary duty as and when required.
 - (ii) the permission granted by IASST shall not involve any financial liability/commitment on its part to reimburse registration, tuition fee and other fees/grant leave for preparation and appearing in the examination, payment of TA/DA to attend the course etc.
 - (iii) in the exigencies of work, the permission is liable to be withdrawn at any time without any notice.
 - (iv) A lumpsum incentive as per rules will be granted for acquiring higher qualifications which are useful in the discharge of higher official work. On receiving such incentive the employee would give an undertaking to work in IASST for atleast a period of two years from the date of receiving such incentive.

46. STAFF CAR RULES

- 46.1 The Director and the Dean of Faculty/Professor II shall be entitled for use of staff car or hired cars for all official journeys and also for journeys from their residence to office and back. In case they are provided this facility, they will not be entitled for Transport Allowance.
- 46.2 The authorities of IASST other than the Director and the Dean of Faculty/Professor II shall be entitled for use of vehicles of IASST or hired vehicles for all official journeys.
- 46.3 The use of vehicles of IASST by other members of the staff for official journeys may be permissible subject to the justification of the purpose and the availability of the vehicles.



47. NON-PRODUCTIVITY LINKED BONUS (AD-HOC BONUS)

47.1 Non-Productivity Linked Bonus (ad-hoc Bonus) shall be granted to eligible employees of IASST as per Government of India orders issued from time to time and with the approval of the Director.

48. COMPUTER AND LAPTOP

48.1 The Director is authorized to have a computer (which includes printer, an UPS, scanner etc.) and laptop on loan basis alongwith internet facility and associated computer furniture (on loan basis) at his residence for his use in connection with official work.

48.2 Depending on the functional/professional requirements, the Director may issue to the Senior Scientists a laptop on loan basis to facilitate them to carry out their official work outside the office.

49. REIMBURSEMENT OF RESIDENTIAL TELEPHONE EXPENSES

These would be as per Government of India instructions issued from time to time.

49.1 NORMS FOR REIMBURSEMENT

These would be as per Government of India instructions issued from time to time.

50. REIMBURSEMENT FOR NEWSPAPER/PERIODICALS

50.1 This facility may be allowed to the Director and other employees of the institute as per the Government of India orders on the subject as amended from time to time.

51. PROFESSIONAL UPDATE ALLOWANCE

51.1 The scientists of IASST shall be eligible for professional update allowance upto a maximum of Rs. 5000/-per annum. The guidelines for granting professional update allowance are as under:

- (i) This allowance will be paid to the scientists alongwith their salary for the month of March each year.
- (ii) This amount is to be used by the scientists for becoming members of professional bodies of their field, purchase of related scientific & technical books, and subscription to related professional journals/magazines relevant to their area of research.
- (iii) Proportionate allowance will be given to those who join/retire/resign during the middle of the year.



- (iv) The bills in support of the expenditure may be submitted to Finance and Accounts Officer by 31st January, so that the allowance may be paid to the extent of actual expenditure with the salary for the month of March.

52. MEDICAL ROOM

- 52.1 A medical room with emergency treatment facilities, beds etc., shall be available in the premises of IASST.

53. PROVISION OF LIVERIES

- 53.1 Licences shall be made available to IASST employees selectively on the basis of functional requirements as decided by the Directors.

54. TECHNICAL TRAINING

- 54.1 IASST shall endeavour to train all its employees on a continuous basis and if required by deputing them to attend short term courses, workshops, seminars etc.,

55. SAFETY COMMITTEE

- 55.1 A committee to oversee the overall safety standards being adopted at IASST shall be constituted by the Director. The Safety Committee will recommend and ensure the purchase of various safety devices and also the implementation of safety procedures. The Safety Committee will prepare a safety manual and also arrange for a regular/frequent monitoring of health of the employees which it feels are working in "hazard-prone" areas.

56. REIMBURSEMENT OF LOCAL CONVEYANCE EXPENSES FOR OFFICIAL WORK

- 56.1 The local conveyance undertaken while performing official duties/attending training programmes etc., will be reimbursed as per the Government of India norms. Private taxi can be hired as per entitlement with the approval of the Director.

- 56.2 The Security and Fire Officer is required to carry out surprise visits to IASST on holidays/nights etc., during odd hours and as and when required apart from the regular official hours. Since, he cannot book the vehicle in advance, being a surprise visit he may be allowed to use his own mode of transport including car for such visits and shall be eligible to road mileage reimbursement as fixed by the Government of India rules from time to time.

- 56.3 The non-executive staff performing official duties outside IASST both on working days as well as on holidays and attending office on holidays using their own mode of transport will be paid the local conveyance charges as fixed from time to time with the approval of the Director.



57. AMENDMENTS

57.1 The Governing Council may amend or repeal any of these Staff Rules with the approval of the Government.

58. INTERPRETATIONS

58.1 In case of any doubt, in interpretation of these rules by the Director, the decision of the Governing Council shall be final and binding.

59. GENERAL

59.1 All such matters which are not covered in the Staff Rules shall be dealt in accordance with the relevant Government of India rules and orders in force at that time.

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**SCALES OF PAY****SCHEDULE-I**

The entire staff of IASST is categorized into three categories as follows:

- (i) Academic Staff,
- (ii) Administrative & Support Staff, and
- (iii) Technical Staff

The various posts among the above categories; their designations, the pay band and grade pay for each of the designated posts are as follows:

Sl. No	Designation (1. Academic)	Pay band	Grade Pay
1	Director	67000-79000	
2	Professor II	37400-67000	10000
3	Professor I	37400-67000	8900
4	Assoc. Prof. II	37400-67000	8700
5	Assoc. Prof. I	15600-39100	7600
6	Assistant Professor II	15600-39100	6600
7	Assistant Professor I	15600-39100	5400
	Designation (2. Administration & Support)		
8	Registrar	15600-39100	7600
9	FAO	15600-39100	6600
10	Section Officer	9300-34800	4200
11	Senior Superintendent	9300-34800	4200
12	PS to Director	9300-34800	4200
13	Public Relation Officer	9300-34800	4200
14	Jr. Engineer	9300-34800	4200
15	Assistant III	5200-20200	2800
16	Assistant II	5200-20200	2400
17	Assistant I	5200-20200	1900
18	Driver	5200-20200	1900
19	Peon II	4440-7440	1650
20	Peon II(Chowkidar)	4440-7440	1650
21	Peon I	4440-7440	1300
22	Peon I (Chowkidar)	4440-7440	1300
23	Sweeper	4440-7440	1300
	Designation (3. Technical)		
24	Asstt. Librarian	15600-39100	5400
25	Tech. Off. B	9300-34800	5400
26	Tech. Off. A	9300-34800	4200
27	Tech Asstt II	9300-34800	4200
28	Tech Asstt I	9300-34800	4200
29	Library Asstt	5200-20200	1900
30	Technician II	5200-20200	2800
31	Technician I	5200-20200	2400
32	Tech. Helper II	5200-20200	1800
33	Tech. Helper I	4440-7440	1650

* The various orders pertaining to implementation of 6th CPC as issued by the Government of India from time to time shall be applicable to IASST.

RULES AND REGULATIONS

of

INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY (IASST)

SHORT TITLE

These rules and regulations shall be called the Rules and Regulations of the Institute of Advanced Study in Science and Technology (IASST), hereinafter referred to as 'Rules'.

These Rules shall be effective from _____

These Rules supercede earlier Rules and Regulations approved by the Governing Council in its meeting held on 26th March, 2004.

DEFINITIONS

In these Rules, unless the context otherwise requires:

- (i) "IASST" shall mean the Institute of Advanced Study in Science and Technology;
- (ii) "Bye-laws" shall mean the bye-laws framed under rule 20 of these Rules;
- (iii) "Chairperson" shall mean the Chairperson of the Governing Council nominated by the Government;
- (iv) "Director" shall mean the Director of IASST;
- (v) "Governing Council" shall mean the Governing Council constituted under rule 4 of these Rules;
- (vi) "Finance Committee" shall mean the Finance Committee constituted under rule 13 of these Rules.
- (vii) "Government" shall mean the Government of India; and

(viii) "Member Secretary" shall mean the Member Secretary of the Governing

3. AUTHORITIES OF IASST

3.1. The following shall be the authorities of IASST:

- (i) The Governing Council
- (ii) The Chairperson
- (iii) The Director
- (iv) The Dean of faculty
- (v) The Registrar
- (vi) The Finance and Accounts Officer
- (vii) Such other individuals or authorities as may be specified by the Governing Council from time to time.

4. GOVERNING COUNCIL

4.1 The Governing Council of IASST shall be constituted by the Government and consist of the following:

- | | |
|--|------------------------------------|
| 01. Secretary, DST, Govt. of India or
an eminent scientist nominated by Govt. of India | - Chairperson * |
| 02. Two eminent scientists nominated by the DST,
Govt. of India | - Members |
| 03. Vice-Chancellor, Gauhati University | - Member
(ex-officio) |
| 04. Joint Secretary & Financial Advisor
Department of Science & Technology,
Government of India or his nominee | - Member
(ex-officio) |
| 05. One of the Directors of DST's autonomous
Institutes nominated by the Chairman | - Member
(ex-officio) |
| 06. Nominee of Govt. of Assam | - Member |
| 07. Director
IASST | - Member Secretary
(ex-officio) |

* In case Secretary DST is not the Chairperson, he/she will be a member.

TENURE OF MEMBERSHIP OF THE GOVERNING COUNCIL

The tenure of the Governing Council(G.C) shall normally be three years, but the G.C shall continue to function till it gets formally reconstituted.

Where a member becomes a member by reason of the office he holds, his membership shall terminate when he ceases to hold that office.

Any casual vacancy in the office of the Chairperson or any of the nominated members of the Governing Council shall be filled up and the person so nominated in the vacancy shall hold office only for the unexpired period of the term of the person in whose place he is nominated.

The Governing Council shall function notwithstanding any vacancy in its membership so long as the total number is not reduced below five and no act or proceeding of the Governing Council shall be invalid merely by reason of such a vacancy or of any defect in the appointment of any of its members.

A member of the Governing Council shall cease to be a member:

- (i) on death;
- (ii) on resignation;
- (iii) upon being declared insolvent or of unsound mind;
- (iv) on conviction of a criminal offence; or
- (v) on his accepting a full-time appointment in IASST (except for Director).

The resignation from the membership shall be tendered to the Chairman of Governing Council and shall not take effect until it has been accepted by the Chairman on behalf of the Governing Council.

The Government may also change the composition of the Governing Council in public interest or keeping in view the requirements of the Institute from time to time.

POWERS AND FUNCTIONS OF THE GOVERNING COUNCIL

The Governing Council shall be the highest executive body of IASST and shall lay out the objectives of IASST as set forth in its Memorandum of Association.

The Governing Council shall be responsible for the organization, general superintendence, direction and control of the activities of IASST and shall exercise such powers as required for these purposes.

In furtherance of the objectives for which IASST is established, the Governing Council shall, inter-alia, exercise the following powers:

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- (i) to frame policies and strategies relating to achievement of the overall objectives and for efficient functioning of IASST;
 - (ii) to constitute a Scientific Advisory Council (SAC) to advise and recommend in all matters relating to the research activities of IASST;
 - (iii) to consider and approve programmes within the scope of the objectives of IASST;
 - (iv) to frame guidelines to enable IASST to take-up and carry out contract/joint research, technology development, proof of concept, prototype sales, characterization, technology transfer, job work and consultancies involving academic/R&D institutions/industries (both national and international) and government departments/institutions;
 - (v) to frame guidelines to enable IASST to file, maintain, defend and exploit patents and other intellectual property rights (national and international);
 - (vi) to authorize IASST to establish, maintain and manage facilities for the acquisition, storage, retrieval, dissemination, evaluation, scrutiny and interpretation of information relating to technology required for its programmes;
 - (vii) to frame rules, regulations and bye-laws for the conduct of the affairs of IASST including matters relating to its employees and to add, amend or rescind them from time to time with the approval of the Government;
 - (viii) to obtain or accept, for IASST, grants, subscriptions, donations, funds, fees or charges, royalty, gifts and bequeaths from Central/State Government, Non-Governmental Organizations, Corporations (Private/Public), Foreign and International Agencies and Organizations, Trusts or any persons, subject to extant statutes, rules, instructions and guidelines;
 - (ix) to authorize borrowal of funds from commercial banks and financial institutions for the purposes of IASST in accordance with the instructions of the Government issued from time to time. Such borrowings along with any interest thereon shall be paid from the revenue earnings of IASST;

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- (x) to approve creation and operation of funds for specific purposes consistent with the objectives of IASST;
 - (xi) to authorize payments to meet the expenses of IASST;
 - (xii) to authorize acquisition by take over, purchase, gifts, exchange, lease or hire, or otherwise of movable or immovable properties, endowments or other funds and disposal of assets so acquired in accordance with the objectives of the IASST;
 - (xiii) to approve construction, improvement, alteration, demolition or repair of buildings belonging to IASST;
 - (xiv) to create, abolish, upgrade or re-designate academic, technical, administrative and such other posts as may be considered necessary subject to the extant instructions of the Government and make appointments thereto in accordance with recruitment rules framed by IASST and Government instructions on the subject;
 - (xv) to consider and approve against sanctioned vacant posts and subject to extant Government instructions, appointment (on promotion, deputation, direct recruitment or any other mode) of Professor I and above except the Director;
 - (xvi) Power to fix initial pay with up to 5 increments as in bye-law 15.4.
 - (xvii) to approve the deputation abroad of the Director and other employees officers/staff of IASST;
 - (xviii) to approve guidelines to outsource such services as necessary;
 - (xix) to constitute advisory bodies, committees and sub-committees as deemed fit;
 - (xx) to delegate to its Chairperson such of its powers for the conduct of the business. Exercise of such powers shall be reported by the Chairperson at the next meeting of the Governing Council;
 - (xxi) to delegate its powers to the Director or to any authority;
 - (xxii) to consider and approve the Annual Report, the Annual Accounts and the Budget Estimates of IASST for submission to the Government;
 - (xxiii) to approve the institution of Chairs, Post Doctoral Fellowships, Research Scholarships, Research fellowships/Associateship and awards, and to approve schemes for payment of scholarship grants and stipends;

(xxiv) to issue guidelines regarding and approve engagement of consultants, advisors, specialists and experts (national/ international) on contract and to approve grant of consultancy contract to academic institutions for carrying out specific activities subject to following conditions:

- (a) Consultancy contract is resorted to only in a situation requiring higher quality services, for which IASST does not have the requisite expertise.
- (b) Provisions contained in rules 163 to 177 of GFRs, 2005 are complied with.

(xxv) to approve schemes to reward the employees of IASST out of surplus revenues realized through technical activities;

(xxvi) to consider grants to academic institutions subject to a limit of Rs.20.00 lakhs per annum per institution.

(xxvii) to do all such acts and things as are incidental or conducive for the attainment of the objectives of IASST.

7. MEETINGS OF THE GOVERNING COUNCIL

- 7.1 The Governing Council shall meet at least twice in a financial year, preferably during August and December.
- 7.2 Special meetings of the Governing Council may be called at any time by the Chairperson either on his own initiative or at the request of not less than five members of the Governing Council.
- 7.3 Not less than ten days written notice of every meeting of the Governing Council shall be given to each member of the Governing Council, provided that the Chairperson, for reasons to be recorded in writing, may call a meeting at such shorter notice as he may think fit. Every notice calling a meeting of the Governing Council shall state the date, time and place at which such meeting will be held and shall be under the signature of the Member Secretary. In exceptional situations, a person authorized by the Chairperson or by the Member Secretary, may issue such notice.
- 7.4 Member Secretary shall prepare or shall cause the agenda to be prepared and a copy thereof shall be sent each of the members of the Governing Council so as to reach them preferably seven days before the meeting. The proceedings of

any meeting shall not, however, be invalidated merely on account of any inadvertence in respect of such notice/agenda or by the accidental omission to give or non-receipt of any notice/agenda by any member or by reason of any business being considered which is not included in the agenda circulated in advance.

The Member Secretary shall cause to maintain a register of the Governing Council members with their names and addresses and the members of the Governing Council present in a particular meeting shall sign in the register to signify their attendance at the meeting.

Every meeting of the Governing Council shall be presided over by the Chairperson and in his absence, by a member chosen by the members present at the meeting.

Five members of the Governing Council present, in person, shall constitute a quorum at any meeting of the Governing Council. If there is no quorum at the expiry of fifteen minutes after the time fixed for a Governing Council meeting, the meeting shall be adjourned to such time and date as the Chairperson may fix. No quorum shall be necessary for such a reconvened meeting. The condition of ten days written notice shall also not be necessary for such reconvened meeting.

All decisions of the Governing Council shall preferably be by consensus. In the event of disagreement on any issue, the Chairperson shall cause a vote to be taken and the majority view will prevail. If there be a tie of the votes cast on any issue, it shall be decided by an additional vote cast by the Chairperson. Any decision on an issue which requires the approval of the Government shall be given effect to only after such approval of the Government is obtained.

The Governing Council may refer any issue, which in its opinion is of sufficient importance to justify such a reference, for the decision of the Government.

The Member Secretary shall have the minutes of every meeting of the Governing Council prepared and get it approved by the Chairperson. Copies of the approved minutes shall be sent to the members of the Governing Council preferably within a period of one month of the meeting and in any case prior to the next meeting of the Governing Council. The minutes of the meeting shall be formally confirmed in the subsequent meeting of the Governing Council after incorporating the written/oral comments of the members as may be accepted and approved by the Governing Council.

any urgent business which may be necessary for the Governing Council to attend to on an immediate basis, may be referred by circulation of a resolution amongst all the members. Any resolution so circulated and approved by a majority of the members shall be treated as approved at a formal meeting of the

Governing Council. The same shall be reported at the next meeting of the
Governing Council.

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8. CHAIRPERSON

- 8.1. The Chairperson, or in his absence, a member chosen to act as Chairperson, under rule 7.6 above, shall preside over all the meetings of the Governing Council. The Chairperson shall also preside over meetings of other Committees of IASST of which he is a member.
- 8.2. The Governing Council may, by resolution, delegate to the Chairperson such of its powers for the conduct of business as it may deem fit, subject to the condition that the action taken by the Chairperson under the powers delegated under these Rules shall be reported for information at the next meeting of the Governing Council.
- 8.3. Chairperson shall approve deputation of the Director abroad in connection with official duties and/or academic or scientific/technical business and report the same at the next Governing Council meeting.
- 8.4. Chairperson shall appoint Chairman of Assessment Committee/Recruitment and Selection Committee for promotion/selection of Professor II and I in consultation with the Governing Council.
- 8.5. In emergent cases, the Chairperson may exercise the powers of the Governing Council and apprise the Governing Council at the next meeting.

9. SCIENTIFIC ADVISORY COUNCIL (SAC)

- 9.1. There shall be a Scientific Advisory Council (SAC) constituted by the Governing Council of IASST and shall consist of the following:
 01. An Eminent Scientist/Technologist from outside IASST - **Chairman**
 02. Upto eight Eminent Professors/Scientists/Technologists from outside IASST - **Members**
 03. Director IASST - **Member (ex-officio)**
 04. A Scientist from the Government - **Member**
 05. Upto four Senior Academic Staff/ Heads of Division IASST - **Members**One of the Heads shall be the Member Secretary of SAC
- 9.2. The Governing Council may nominate experts from abroad as Chairman/Member(s) of the SAC. Such nominated experts from abroad shall be entitled

to international airfare and local hospitality befitting their academic/scientific stature while attending the meetings of SAC.

- 9.3 The Scientific Advisory Council shall meet at least once a year and more often depending on the requirement. In the absence of the Chairman for any meeting, the members present shall elect one amongst them as the Chairman. The proceedings of the meeting shall be approved by the Chairman subsequently.

9.4 ROLE OF THE SCIENTIFIC ADVISORY COUNCIL

The Scientific Advisory Council shall:

- (i) recommend formulation of research programmes for IASST keeping the national priorities in view;
- (ii) advise and recommend on selection of scientists and technologists, either from Indian institutions or institutions from foreign countries, suited for further development of the research programmes of IASST;
- (iii) advise and recommend on the modalities to be adopted for the selection of research activities;
- (iv) facilitate IASST in developing fruitful and effective linkages with academic institutions, research organizations, industry and other potential clients;
- (v) recommend the resource allocation for the research activities;
- (vi) assess the overall manpower requirements for IASST from time to time and give its recommendations keeping in mind the current and future programmes;
- (vii) assess periodically the research activities and other technical programmes of IASST and suggest future directions including closure of programmes;
- (viii) render advice on intellectual property protections;
- (ix) suggest improvements for enhancing the quality of training programmes/workshops and hosting of conferences and exhibitions;
- (x) critically assess the requirement of major equipments proposed to be procured by IASST;
- (xi) advise on major marketing strategies; and
- (xii) any other functions as may be assigned to it by the Governing Council from time to time.

9.5 The Director, IASST shall place the recommendations/suggestions of the SAC for the consideration and appropriate decisions of the Governing Council.

9.6 The tenure of the Chairman and members of the SAC shall normally be for a period of three years but shall continue to function till the SAC gets formally reconstituted.

10. DIRECTOR

10.1 The Director shall be a scientist/technologist of repute and should have had a distinguished career in an academic/R&D institution.

10.2 The Director shall be appointed by Governing Council with the prior approval of the Government in accordance with the procedures and on such terms and conditions as laid down by the Government.

10.3 In the event of the post of Director remaining vacant for any reason for a short period, it shall be open to the Governing Council to authorize the senior most scientist of IASST in the next lower grade to perform current duties of the Director. For any vacancy of more than 3 months, additional charge shall be assigned to the senior most scientist with approval of the Government. The officiating Director shall enjoy same power as a regular Director.

10.4 The Director shall be the Chief Executive Officer of IASST. All the employees of IASST shall be under the general control and supervision of the Director.

10.5 The Director shall come every year with preparations of the Annual Report and the Annual Accounts and submit the Annual Report, Annual Accounts along with Auditor's report for the approval of the Governing Council and after the approval by the Governing Council take necessary action soon after to enable the Government to lay them before the Parliament.

10.6 It shall be the duty of the Director to see that the provisions of the Memorandum of Association, Rules and Regulations and the Bye-laws including Staff Rules are duly observed.

11. POWERS OF THE DIRECTOR

11.1 The Director shall have the powers to:

(i) appoint against vacant sanctioned posts and subject to instructions of the Government/Governing Council in this regard, scientists upto the level of Associate Professor (II and I), and also all levels of Technical/Administrative and Support staff. The Director shall have the power to appoint and fix, on initial appointment, the pay at a stage not exceeding five (05) increments, based

on the recommendations of the appropriate Recruitment and Selection Committee(s)/Assessment Committee(s) for all the categories of staff for which he is the appointing authority under the powers delegated to him by the Governing Council under bye-law 15.3. He shall report all the new appointments and promotions at the next Governing Council meeting;

- (ii) engage consultants/advisers keeping in view the guidelines laid down by G.C.
- (iii) approve deputation of the employees of IASST upto the level of Professor II, with full or partial financial assistance, to any location in India or abroad and report the same soon after at the next Governing Council meeting;
- (iv) approve participation of employees of IASST in symposia/seminars/conferences/workshops/training courses/meetings/consultations and negotiations within the country and abroad. The Director may, for this purpose, on the recommendations of the concerned Head/ Team Leader approve such participation and the expenditure involved in such participation shall be as per norms of the Government.
- (v) sanction air travel by economy class for the non-entitled employees of IASST subject to exigency in public interest;
- (vi) sanction expenditure within the approved budget and availability of funds and to re-appropriate funds within the sanctioned budget subject to conditions specified under Rule 18 as laid down in DFPR.
- (vii) write off irrecoverable losses of stores or of public money up to the specified value and subject to conditions prescribed in the Bye-laws.
- (viii) approve entering into contracts on behalf of IASST and to vary or rescind such contracts;
- (ix) prescribe duties for all the employees of IASST and to exercise disciplinary control subject to Rules, Byelaws and any other instructions issued by the Governing Council from time to time;
- (x) constitute academic advisory and other administrative committees with such functions as he may assign to them;
- (xi) constitute screening/shortlisting committees, assessment committees and recruitment and selection committees for all the posts upto the level of Associate Professor II.

- (xii) sponsor or co-sponsor international/national conferences, workshops, seminars, training programmes and schools provided the areas are of interest to IASST's R&D programmes.
- (xiii) arrange hotel accommodation and provide local hospitality including gifts befitting the status of any guest of IASST;
- (xiv) on his official visits abroad, he may host lunch/dinner and exchange appropriate gifts to the official(s) of the institution visited by him; and
- (xv) delegate his powers to the extent necessary to any other officer of IASST.

11.2 All the powers of Director would be exercised subject to the provisions of the Memorandum of Association, Rules and Regulations and Bye-Laws of IASST, instructions of Governing Council and extant rules/orders of Government of India on the subject as applicable to autonomous bodies funded wholly or substantially by the Government.

12. APPOINTMENTS

12.1 Subject to the Rules, Bye-laws and the extant instructions of the Government as applicable to autonomous bodies funded wholly or substantially by the Government, the Governing Council or any authority or body whom the Governing Council may authorize on its behalf, shall have the power to appoint, against vacant sanctioned posts, all categories of staff (above Associate Professor II) in accordance with the Recruitment Rules and fix their pay in the prescribed manner.

13. FINANCE COMMITTEE

13.1 The Governing Council shall constitute a Finance Committee consisting of the following:

- | | |
|---|----------------------------|
| 01. Director
IASST | - Chairman
(ex-officio) |
| 02. Joint Secretary & Financial Advisor
Department of Science & Technology
Government of India or his nominee | - Member
(ex-officio) |
| 03. Head (Autonomous Institutions)
Department of Science & Technology
Government of India | - Member
(ex-officio) |
| 04. One Senior Scientist of IASST nominated by
Director | - Member |
| 05. One Finance & Accounts Officer
from a local R&D institution | - Member |

06. Finance & Accounts Officer, IASST

- Member Secretary
(ex-officio)

The tenure of the nominated members of the Finance Committee shall be three years from the date of their nomination.

Three members of the Finance Committee including the Director IASST and Joint Secretary & Financial Adviser, Department of Science & Technology, Government of India (or his nominee) present in person shall constitute a quorum at any of its meeting.

The terms of reference of the Finance Committee shall include the following:

- (i) review of the finances of IASST from time to time;
- (ii) consideration of Budget Estimates (BE)/Revised Estimates (RE);
- (iii) consideration of proposals for new expenditure on account of major works/construction of buildings and purchases;
- (iv) consideration of the accounts, re-appropriation statements and replies to important paras of audit reports; and
- (v) tendering advice and making recommendations to the Governing Council on any other matter referred to it by the Governing Council.

FINANCIAL YEAR

The Financial Year of IASST shall be from the 1st of April to the 31st March of the following year.

FUNDS OF IASST

The funds of IASST shall consist of the following:

- (i) all grants received from the Government of India/State Governments; all fees, charges and royalties;
- (ii) all moneys received by way of grants, gifts, donations, sales, contributions and miscellaneous incomes; and
- (ii) income from investments and properties.

All the receipts of IASST shall be deposited in scheduled commercial banks/financial institutions and accounted for in such a manner as the Governing

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Council may prescribe. Surplus funds, not needed for immediate requirements of IASST, shall be invested in term deposits in Public Sector Banks or such other banks as authorized by Reserve Bank of India to receive such investments and/or in Government Securities/instruments as may be specifically permitted/approved by the Government.

15.3 The bank accounts of IASST shall be kept in the name of the "Director, Institute of Advanced Study in Science and Technology (IASST)" and shall be operated individually or jointly and subject to such financial limits as approved by the Governing Council by:

- (i) the Director; and/or
- (ii) the Finance and Accounts Officer, or in his absence, the Registrar; or
- (iii) any other Officer as authorized by the Director.

16. BUDGET ESTIMATES

16.1 The annual budget estimates of IASST shall be approved by the Governing Council and after approval, it shall be forwarded to the Government for approval.

17. APPROPRIATION

17.1 The funds of IASST shall normally be appropriated for expenditure only on items which have been approved by the Governing Council.

18. RE-APPROPRIATION

18.1 The Director may re-appropriate funds subject to the following conditions:

- (i) re-appropriations shall not be made from funds provided under Plan Heads to Non-Plan Heads;
- (ii) re-appropriations shall not be made from expenditure of a capital nature to expenditure of routine nature and vice versa.
- (iii) the re-appropriation shall not exceed 10% of the original budget provisions under each unit of expenditure.

19. ACCOUNTS AND AUDIT

19.1 The accounts of IASST shall be maintained in such manner as may be approved by the Governing Council. The Finance and Accounts Officer shall be responsible for the proper maintenance of the Accounts.

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- 19.2 The accounts of IASST shall be audited annually by a Chartered Accountant on the CAG Panel [as defined in the Chartered Accountants Act, 1949 (XXVIII of 1949)] appointed by the Governing Council.
- 19.3 The Comptroller and Auditor General of India shall have the right to demand production of books, accounts, connected vouchers and other documents and papers and to inspect the offices of IASST. On such demand, the Director shall cause to submit the requisitioned documents to Audit.
- 19.4 The accounts of IASST as audited and certified by the Chartered Accountant along with the audit report shall be forwarded annually, after its consideration by the Finance Committee, to the Governing Council for its approval and submission to the Government for laying before the Parliament.
- 19.5 IASST may appoint a Chartered Accountant to carry out internal audit on specific issues as and when required.

20. BYE-LAWS

- 20.1 The Governing Council shall have the powers to frame bye-laws consistent with these Rules and Memorandum of Association, and to alter, amend and rescind them from time to time, with the approval of the Government.
- 20.2 Without prejudice to the generality of the foregoing provisions, such bye-laws may provide for the following matters:
- (i) preparation and sanction of budget estimates, sanctioning of expenditure, execution of contracts, investment of funds, accounts and audit;
 - (ii) procedure for appointment of the employees of IASST including contractual engagements;
 - (iii) terms and tenure of appointments, emoluments, allowances, rules of discipline, leave rules, conduct and other conditions of service of the employees;
 - (iv) terms and conditions for participating in international programmes, for attending conferences, congresses, meetings, study and lecture tours abroad;
 - (v) terms and conditions for scholarships, research schemes, projects, prizes, awards, etc.;
 - (vi) research and development programmes of IASST including consultancy, contract research and contract training;

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- (vii) selection of Visiting Scientist(s); and
- (viii) such other matters as may be necessary for furtherance of the objectives and proper administration of the affairs of IASST.

21. AMENDMENTS OF RULES

21.1 These Rules may be amended by the Governing Council with the approval of the Government.

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