

BYE-LAWS

(2025)

**WADIA INSTITUTE OF HIMALAYAN
GEOLOGY
33, GENERAL MAHADEV SINGH ROAD, DEHRADUN
UTTARAKHAND
PIN-248 001**

CONTENTS

1. INTRODUCTION (Page No. 3 – 6)
2. CHAPTER-I- CONSTITUTION & GOVERNANCE (Page No. 6 – 9)
3. CHAPTER-II- FINANCE AND ACCOUNTS (Page No. 10 – 17)
4. CHAPTER-III- LEGAL COMPLIANCES (Page No. 18 – 20)
5. CHAPTER-IV- ACADEMIC & INSTITUTION SPECIFIC ISSUES (Page No. 20 -22)
6. CHAPTER-V- GENERAL PROVISIONS (Page No. 22 – 30)

APPENDICES:

a)	Appendix-1:	A copy of approval of bye-laws by DST
b)	Appendix-2:	A copy of Memorandum of Association including copy of Rules and Regulations of the Wadia Institute of Himalayan Geology Society
c)	Appendix-3:	Current composition of Wadia Institute of Himalayan Geology Society, Governing Body and Finance Committee and Research Advisory Committee of Wadia Institute of Himalayan Geology
d)	Appendix-4:	Ministry of Finance, Department of Expenditure OM No F. No 8(4)E-Coord. /84 dated 15.10.1984

ANNEXURES:

- i. [ANNEXURE 1: DST OM No. AI/5/2021 dated 23-03-2021](#)
- ii. [ANNEXURE 2: Wadia Institute of Himalayan Geology Staff Welfare Fund](#)

INTRODUCTION

The Wadia Institute of Himalayan Geology (WIHG) at Dehradun is an autonomous Institute of Department of Science & Technology (DST), GoI, which came into existence in 1968. It has been consistently pursuing basic and applied researches to address the Scientific and Societal issues in the Himalaya. It focuses on Geodynamics, Seismogenesis, Climate variability, Paleo-events and Biotic evolution, Geohazards and Natural Resources for sustainable development and secured living in the Himalaya and adjoining regions. The research activities in understanding the mountain building processes are associated with the surface and subsurface processes based on observations made by several branches of Geosciences, such as Structural geology, Petrology, Palaeontology, Stratigraphy, Sedimentology, Geomorphology, Passive & active Seismology, geophysics, Remote sensing, Engineering geology. Special emphasis has been laid on providing implications of upstream climate change on the Himalayan glaciers and their consequences to the downstream river system, which is the lifeline of tens of millions in the plain. Study of flash floods and Lake Outburst floods and Himalayan slope instability are other important areas of active research in the Institute.

Mission, vision and objectives of Wadia Institute of Himalayan Geology: as approved by the Union Cabinet Wadia Institute of Himalayan Geology has the following mandate:

MISSION: To significantly contribute in National development through sustained Geoscientific Research for secured living and sustainable development in Himalaya and, understanding the geodynamic evolution vis-à-vis climate variability in the orogen.

VISION: Questing for Himalayan Geodynamics, Seismogenesis, Natural Hazards, Climate Variability and Natural Resources to fulfil societal needs and pursue basic Geosciences.

OBJECTIVE:

1. To serve as the National Center of Geosciences for sustainable development of Himalaya and adjoining regions.
2. To address the topical issues and undertake and pursue cutting edge research in Geosciences.

3. To develop state-of-art laboratories and network of geoscientific observatories for serving as a nodal agency for high precision field and experimental observations.
4. To foster a tradition of scholarship, dissemination and cultivation of knowledge, and promote capacity building.
5. To develop National and International collaboration with research laboratories and Universities/Institutes for scientific exchange and resource generation as per existing Government of India norms.
6. To provide expert and/or consultancy services to meet the societal requirements.
7. To take up other such activities that may be necessary, incidental or conducive in attaining the objectives or targets set by WIHG.

- a “Certified that the Association is formed with no profit motive”.
- b. “Certified that the Bearers are not paid by the Association”.
- c. “Certified that the Association would not engage in agitation to ventilate their grievance”.
- d. “Certified that the office bearers’ signatures are genuine”.

Now, in exercise of the powers conferred under *Rule 45* of the Memorandum of Association of **Wadia Institute of Himalayan Geology**, the Governing Body in supersession of the earlier bye-laws of the Institute hereby frames these revised bye-laws, subject to approval of the Central Government.

1. Short Title and Commencement:

- i. These bye-laws shall be called the **Wadia Institute of Himalayan Geology** bye-laws 2024, hereinafter referred to as ‘**Wadia Institute of Himalayan Geology bye-laws**’. These shall come into effect from the date of notification of the same by the Institute. These bye-laws have the approval of the Department of Science and Technology, Ministry of Science and Technology, Government of India.
- ii. A copy of the approval of the Department of Science & Technology, Ministry of Science and Technology, Government of India is placed at Appendix-1 to these bye-laws.
- iii. These bye-laws may be read in conjunction with the Memorandum of Association (MoA) of Wadia Institute of Himalayan Geology Society and Rules & Regulations thereunder filed with the Registrar of Societies. A copy of the same is enclosed as Appendix-2.

2. **Definitions and Interpretation:** In these bye-laws, the following words and abbreviations shall have the meanings given against them, unless the context signifies otherwise:

- i. **"Bye-laws"** means the bye-laws framed under *Rules 45* of the Rules and Regulation of Wadia Institute of Himalayan Geology Society.
- ii. **Central Government** means the Government of India represented by the Department of Science and Technology, Ministry of Science and Technology Headquartered at New Delhi.
- iii. **Director:** shall mean the Director of the Institute.
- iv. **Chairperson** means the Chairperson of the Governing Body of the Wadia Institute of Himalayan Geology Society.
- v. **Finance Committee** means the Finance Committee of the Institute as per composition detailed at *Rule 59* of the Rules and Regulations of Wadia Institute of Himalayan Geology Society.
- vi. **"Financial Year"** means the period from 1 April of each calendar year to 31 March of subsequent calendar year or as amended by the Government of India.
- vii. **Governing Body** means the Governing Body of the Institute in terms of *Rule 24* of the Rules and Regulations of Wadia Institute of Himalayan Geology Society.
- viii. **Head of Administration: Registrar** of Wadia Institute of Himalayan Geology shall be the Head of Administration for all administrative and financial matters of the Institute and assist Director of the Institute in accordance with Rules and Regulations of the Society for administrative and financial matters. In the absence of Registrar, the senior most officer from administration, duly authorized by the Director, would be construed as the Head of Administration.
- ix. **Head of the Institute:** shall mean the Director of the Institute appointed under the Rules and Regulations of the Wadia Institute of Himalayan Geology Society.
- x. **Institute"** means the Wadia Institute of Himalayan Geology.
- xi. **Non-Member of Governing Body/Finance Committee/Scientific Advisory Committee:** shall mean any officer of the Department of Science & Technology/Institute who shall be part of such committee/Body as may be decided by the Governing Body but shall not have any voting rights in the proceedings of GB/FC/RAC. Such members shall have important advisory role and their advice shall be duly considered by GB/FC/RAC. The number of such non-members shall not be more than "TWO" in any such Body/Committee of the Institute.
- xii. **President:** shall mean the President of Wadia Institute of Himalayan Geology Society in terms of *Clause 8* of the Rules.
- xiii. **Rules and Regulation** shall mean the Rules and Regulations of Wadia Institute of Himalayan Geology Society filed with the Registrar of Societies, Dehradun, Uttarakhand vide renewal certificate number 171/2017-2018 dated 02nd August, 2017.
- xiv. **Society** means the Wadia Institute of Himalayan Geology Society herein referred as '**Wadia Institute of Himalayan Geology Society**' registered under the Societies Registration Act 1860 (Act no. 21) Societies Registration (Uttarakhand Amendment) act 2019 in the office of Registrar of Societies, Dehradun.

(Words imparting the singular number shall include the plural number. Words imparting the masculine gender shall include the feminine gender as per context mutatis mutandis)

CHAPTER- I

CONSTITUTION & GOVERNANCE

1. Constitution of Wadia Institute of Himalayan Geology Authorities:

1.1. Society: shall be as per *Rule 3-8* of the Rules and Regulations of Wadia Institute of Himalayan Geology Society. A copy of Memorandum of Association and Rules & Regulations of Wadia Institute of Himalayan Geology Society is annexed as Appendix-2.

1.2. Governing Body: shall be as per *Rule 24* of the Rules and Regulations of Wadia Institute of Himalayan Geology Society.

1.3. Finance Committees: shall be as per *Rule 59* of the Rules and Regulations of Wadia Institute of Himalayan Geology Society.

1.4. Research Advisory Committee: shall be as per *Rule 60* of the Rules and Regulations of Wadia Institute of Himalayan Geology Society.

2. Conduct of Business of Wadia Institute of Himalayan Geology:

2.1. Society: shall be in accordance with *Rule 11- 23* of the Rules and Regulations of Wadia Institute of Himalayan Geology Society.

2.2. Governing Body: shall be in accordance with *Rule 24-44* of the Rules and Regulations of Wadia Institute of Himalayan Geology Society.

2.3. Finance Committee: shall be in accordance with *Rule 59(a) to 59(h)* of the Rules and Regulations of Wadia Institute of Himalayan Geology Society.

2.4. Research Advisory Committee: shall be in accordance with *Rule 60* of the Rules and Regulations of Wadia Institute of Himalayan Geology Society subject to restrictions imposed by Society/Governing Body/Government of India from time to time.

2.5. Other Committees: constituted by the Governing Body to achieve the objectives of the Society.

2.5.1 Building Committee: shall be constituted in accordance with *Rule 61* by the Institute with the approval of Governing Body. The term of the Building Committee shall be for a period of three years. Terms and conditions on Functioning and Rules and Regulations of the Building Committee shall be adhered to at all times. For construction for any civil work and/or change in the approved plan for building construction, concurrence of Building Committee is mandatory.

2.6. The current composition of Society, Governing Body, Finance Committee and Research Advisory Committee as approved by DST is placed as Appendix-3.

3. Functions and Powers of various Authorities:

3.1. President of the Society: shall be in accordance with *Rule 11-13, Rule 15, Rule 16, Rule 19 and Rule 23* of the Rules and Regulations of Wadia Institute of Himalayan Geology Society.

3.2. Governing Body:

3.2.1. To recommend appointments to various posts of the Institute to achieve the objectives of the Society in accordance with the Recruitment Rules or as recommended by Government of India.

3.2.2. The functions and powers of the Governing Body shall be in accordance with *Rule 32 to Rule 34* of the Rules and Regulations of the Wadia Institute of Himalayan Geology Society subject to the provisions of Government of India as indicated below :

3.2.2.1.1. Ministry of Finance, Department of Expenditure
OM No F. No 8(4)E-Coord./84 dated 15.10.1984. Copy of the OM is annexed as Appendix-4.

3.2.2.2. Fundamental Rules and Supplementary Rule's.

3.2.2.3. General Financial Rules, 2017.

3.2.2.4. Any other rules/instructions issued by Government of India from time to time applicable on Autonomous Institutions funded through government grants.

3.3. Chairperson of Governing Body:

3.3.1 Shall be in accordance with *Rule 46-47* of the Rules and Regulations of Wadia Institute of Himalayan Geology Society subject to Clause 3.2.2 of these bye-laws.

3.3.2. Financial powers shall be exercised in accordance with Delegation of Financial Powers annexed as **ANNEXURE-1** to these bye-laws.

3.3.3. In the event of indisposition of the Director, Wadia Institute of Himalayan Geology for a period not exceeding 90 days due to emergent/urgent/medical/personal/other reasons, Chairman, through Administrative Department shall make interim arrangement for the entire duration of indisposition of the Director, Wadia Institute of Himalayan Geology. Such in-charge Directors shall be responsible for overseeing only day to day functions of the Institute and shall not have any powers in matters of appointment/ promotion/finalization of tenders or any policy decision.

All important financial decisions involving expenditure *above **Rs 1.0 Crores*** including policy decisions shall be executed only with the prior approval of Chairman /Governing Body. For the period of indisposition of the Director exceeding 90 days, approval of President of the Society shall be obtained by the Chairperson, Governing Body to continue with the temporary charge arrangement through administrative department.

3.4. Director of Wadia Institute of Himalayan Geology: shall be in accordance with *Rule 50 to Rule 53* of Rules and Regulations of Wadia Institute of Himalayan Geology Society, Recruitment Rules of Wadia Institute of Himalayan Geology, powers delegated to him by the Governing Body subject to Clause 3.2.2 of these bye-laws. Financial powers shall be exercised in accordance with Delegation of Financial Powers annexed as **ANNEXURE-1** to these bye-laws.

3.5. Registrar: shall be the Head of Administration and Financial matters and shall exercise such powers and discharge such functions as delegated to him by the

Governing Body/Director subject to Recruitment Rules of Wadia Institute of Himalayan Geology and clause 3.2.2 of the bye-laws.

3.5.1. He/she shall directly report to Director for all non-scientific matters.

3.5.2. He/she shall be responsible for conduct of meetings of the Society, Governing Body, and placement of Annual Reports, before them as per schedule in accordance with Rules and Regulations of Wadia Institute of Himalayan Geology Society.

3.5.3. He/she shall, on behalf of the Institute and as authorized by the Governing Body/Director of the Institute, enter into agreements, sign all such documents and authenticate records as may be delegated by Governing Body/Director and shall exercise such powers and perform such duties as may be specified by the Governing Body/Director of the Institute. He shall also be responsible for settling all the audit paras pertaining to the administrative matters of the Institute.

3.5.4. He/she shall exercise financial powers in accordance with Delegation of Financial Powers annexed as ANNEXURE -1 to these bye-laws.

3.6 Group Leaders/Activity In-Charges of the Institute:

3.6.1 They shall be Discipline/Mission Heads/Activity In-Charges of the groups

3.6.2 Where new Departments/partnerships are developed with outside agencies (*public/private national/ international*), they shall execute their roles within the parameters of the agreement executed by the Institute with these agencies and duly approved by the Governing Body. In case of international collaborations/MoUs/partnerships, etc. due clearance from Ministry of External Affairs (through DST), Ministry of Home Affairs and FCRA clearance (if required) shall be obtained.

4 Delegation of Financial & Administrative Powers: for various Authorities of the Institute shall be governed by ANNEXURE-1 of these bye-laws.

CHAPTER – II

FINANCE AND ACCOUNTS

5. **Funds:** The funds of the society shall consist of the following:
- a. Recurring and Non-recurring grants made by the Central Government.
 - b. Fees and other charges received by the society.
 - c. All money received by the society by way of grants, gifts, donations, endowments (as per provisions of IT Act 1961), sponsorships and/or other legally valid contributions from individuals and bodies corporate or societies.
 - d. All funds received by the society shall be paid into the society's account with Treasuries/ Sub-Treasuries like the Reserve Bank of India, Nationalized Banks and their subsidiaries.
6. **User Charges:** 'User Charges' are an important component of the non-tax revenues of the Institute and will be regulated by General Finance Rules.
- a. **Identification of User Charges:** The Institute shall identify all the areas/activities/services/products/processes/technologies etc. that have scope of IPR, patenting & commercialization and shall levy at such rates so as to have a reasonable return on capital investment. These may be got duly approved by Governing Body at an early date, in any case not later than six months during which period these may be levied with the approval of the Director of the Institute.
 - b. **Review of User Charges:** There shall be periodic review of the User Charges levied by the Institute and the rates at which they are charged every year by a Committee constituted by Director, Wadia Institute of Himalayan Geology. The recommendations of the Committee shall be placed for approval of the Governing Body in the following GB meeting following which the new rates shall be applicable as duly notified by the Institute.

- c. **Financial Sustainability of the Institute:** The Institute shall make full efforts regarding financial sustainability by way of effective levy of User Charges for the services rendered by the Institute to the extent of covering its recurring expenditure which is funded through Government Grants.
 - d. **Components of User Charges:** The current rates of user charges as well as any change in the items / activities for which user charges will be charged as decided and approved by Governing Body from time to time will be published on the website of the institute and intimated to the administrative department.
7. **Preparation of Budget Estimates:** Not later than the 1st August of each year the Director shall prepare detailed estimates of the receipts and expenditure and the anticipated opening and closing balance of the Institute for the next financial year. These estimates will be prepared in following parts:
- a. All Recurring Expenditure including Salary and Pension component which shall be prepared separately.
 - b. All Non-Recurring Expenditure which shall include Capital Costs.
 - c. All estimates of incomes including extra-murals & user charges shall be part of non-tax revenues.
 - d. Statement of Income and Expenditure.
 - e. Demand for Grants required from the Government.

Should it be proposed, during the course of a financial year, to finance any scheme approved by the Government which has not been included in the estimates for that year, the approval of Governing body, shall be obtained to the method proposed for financing it, whether that be by means of a supplementary grant from Government, or by re-appropriation within the sanctioned estimates or through extra-mural grants/funding through other sources.

8. Sanction of Budget Estimates:

- a. In the first week of August every year, the Director shall send the Budget estimates for the next financial year before the Finance Committee for the remarks and recommendations of the Finance Committee. The budget estimates shall be submitted for approval of the Governing Body after the recommendations of the Finance Committee in such manner and at such time as decided by the Governing Body. The budget estimates for the next financial year shall thereafter be submitted to the Government of India for approval by not later than the 30th September in each year.
- b. The approval of the Governing Body or the competent authority through the Delegation of Financial & Administrative Powers, as the case may be, shall be necessary for implementation of all schemes proposed to be financed from the funds of the Institute.

9. Appropriation:

- a. All expenditure within the budget grant shall be approved and sanctioned by the authorities, as per **ANNEXURE-1** to these bye-laws.
- b. The funds of the Institute shall not be appropriated for expenditure on any item/scheme which has not been approved in the budget estimates by the Governing Body.

10. Re-Appropriation: from one head to another head shall only be done with the prior approval of Department of Science & Technology.

11. Sanction of Expenditure:

- a. No expenditure from the funds of the Institute shall be incurred without the sanction of the Competent Authority as defined in the Delegation of Financial & Administrative Powers.
- b. The Director shall have full powers to sanction the expenditure on any approved scheme or head included in the budget after following the prescribed procedure.
- c. The Head of Administration of the Institute shall have powers of Head of Office (as laid down in DFPRS) to sanction an expenditure of a miscellaneous or contingent nature etc. or as prescribed by the Governing Body from time to time.
- d. The Director shall maintain oversight over expenditure against all the grants. In case where inescapable expenditure necessitating an additional grant is involved, he shall take steps to get Governing Body's approval and obtain the supplementary grant before incurring the expenditure.
- e. A sanction to expenditure will not become operative until there has been an appropriation of funds under these bye-laws to cover it.
- f. The Director of the Institute shall have powers to sanction an expenditure of miscellaneous or contingent nature up to such amounts specified by the Department of Science & Technology in annexure-I.
- g. The exercise of the above financial powers shall be subject to the provisions of General Financial Rules and Delegation of Financial Powers Rules and as such

other conditions as the Governing Body and the Central Government may like to impose and in line with delegation of financial powers order issued by DST from time to time.

12. Advances:

- a. A rolling advance of a sum to be fixed from time to time by the Governing Body may be kept by the Accounts Officer / any other Authorized Officer for cash payments against contingent expenditure approved by competent authority. Setting off expenses made under the rolling advance and replenishments shall be as per GFRs /Indian Accounting Standards.
- b. Imprest advances shall be payable to staff for meeting contingent expenditure, as approved by the Director. The grant of such approvals shall be on a case-to-case basis and the periods for holding advances and settling of accounts against drawn imprests shall be explicitly mentioned within the approval document. All running/rolling imprest shall be settled/surrendered/ adjusted automatically on 31st March of each Financial Year.

13. Execution of Contracts on behalf of the Institute: All agreements, contract, affidavits, memoranda of understandings etc. which may be necessary for the proper conduct of business of the Institute shall be executed by the Registrar for and on behalf of the Director except for the contract agreements, affidavits, MoUs signed by

- a. Director with the Governing Body
- b. Registrar with the Institute.
- c. Any such agreements, contract, affidavits, MoUs so decided by the Governing Body to be signed by the Director of the Institute.

The Head of Administration shall be responsible for keeping a centralized record of all the contract agreements, affidavits, MoUs signed/executed by the Institute except for the contract agreement signed by Registrar with the Institute which shall remain in the custody of the Director of the Institute.

The Government, High Court in whose Jurisdiction the Institute lies, the Governing Body and the Director of the Institute shall have full powers to call for all or any of the agreements, contract, affidavits, MoUs executed by the Institute from Head of Administration who shall promptly provide the same as and when required.

14. Investments:

- i. The internal accruals of the Institute, if required, may be invested only in such manner as may be prescribed by the Government of India/GFRs so as to minimize dependability on Central Government Grants and to eventually attain self- sustainability.
- ii. All investments from the internal accruals of the Institute shall be made in the name of the Institute. All purchases, sales or/alterations of such investments shall be effected and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Institute shall be executed by the Director on behalf of the Governing Body. The safe custody of receipts and other relevant documents shall remain in the charge of the Head of Administration of the Institute to be nominated by the Governing Body.
- iii. Institute shall not create any Corpus or Fund out of Central Government Grants without the explicit approval of Ministry of Finance. Any Corpus or Fund created out of internal accruals will require approval of Department of Science and Technology.
- iv. Head of Administration or Authorized Officer shall maintain a register of securities held by the Institute in which any transactions affecting the securities shall be recorded.

15. Drawal of funds:

i. Receipts:

(a) All recurring and non-recurring grant will be receivable in Treasury Single Account with Reserve Bank of India in e-Kuber or as per the orders of Ministry of Finance/DST issued time to time.

(b) All money received for or on behalf of the Institute (except recurring and non-recurring grants released by Government of India) may be deposited in the name of the Society/Institute with Nationalized banks.

(c) The institute (including any subsequent level of institute) shall not open/operate/park funds in any other account for any operation pertaining to funds received from Government of India.

ii. Payments: Payments by and on behalf of the Institute shall be made by cheques or electronic transfers. All cheques/ authorizations for electronic transfers will be signed by any two of the following with prior approval of the Director: -

- a. Registrar or Authorized Officer
- b. Accounts Officer or Authorized Officer.
- c. Director

iii. All bills for payment shall bear an endorsement "Passed for Payment", and the endorsement shall be signed by the Director or by an officer to whom the power has been delegated by the director.

iv. All expenditure from the Grants-in-Aid/Funds received from Government of India by the Institute will be made through the designated account only under Treasury Single Account (TSA) System. Institute shall follow the instructions of Department of Expenditure on TSA System as issued vide OM dated 24.02.2022 (and as amended from time to time).

v. All cheque books will be kept in the personal custody of the Accounts Officer or any other person as may be authorized by the Director on his behalf.

vi. The various personnel employed in the Institute will submit proposals for all new charges and for any demand of funds to the Director.

vii. The claims for pay and allowances and travelling allowances of personnel and contingent bills will be drawn in the forms prescribed by the Institute. The contingent and miscellaneous expenditure bills will be countersigned by an officer of the Institute authorized by the Director for this purpose before these are passed by the Accounts Officer for payment. All bills will be checked in the nature of pre-audit and passed for payment by the Accounts Officer. Payment will be made by means of demand drafts or cheques or online bank transfer as the case may be.

viii. Outstation tour

- a. Outstation tour of the employees of the Institute shall be sanctioned by the Director for officials in Level-12 and above and for the employees of Level-11 and below the concerned Controlling Officer shall be the sanctioning authority. The TA bills shall be countersigned by the Controlling Officer for employees in Level 11 or below. No countersigning of TA bills will be required for TA claims of officers in Level-12 and above.
 - b. In the case of tour of Director of the Institute, any domestic outstation tour exceeding **05 days** in a month in single visit (*with prefixing and suffixing of gazetted holidays/Saturdays and Sundays*) permission of the Chairman, Governing Body shall be obtained. If during any such outstay, leading to indisposition of the Director for any reason (*personal/medical/otherwise*), he will immediately inform the Chairman and also the Coordinator / Nodal Officer in the Department regarding his indisposition, subsequent to which, the Chairman shall invariably invoke the provisions of Clause 3.3.3 of the bye-laws.
- ix. **Foreign Tours and Air Travel:** Budget under separate head for "*Foreign Travel Expenses*" shall be got approved at the beginning of the financial year from the Governing Body. Guidelines issued by the Department of Science & Technology and/or by the Ministry of Finance from time to time on foreign travel/air travel shall be strictly adhered to. Under no circumstances, expenditure in excess of the approved budget shall be incurred nor any funds shall be re-appropriated to meet expenses on foreign travel account without the prior approval of the Governing Body. The foreign tour proposals will be evaluated by an internal screening committee as formed by the Director on merit points based on internal guidelines issued with the approval of the Governing Body.

16. **Accounts:**

- i. The Annual Accounts of the Institute should be prepared on accrual basis by using uniform format of Accounts for Central Autonomous Bodies.
- ii. The Accounts Officer shall supervise maintenance of proper accounts and other relevant records and prepare an annual statement of accounts in such form as may be prescribed by the Governing Body in consultation with the Central Government. Such an officer will be responsible to the Registrar for accuracy and completeness of the accounts of the Institute.
- iii. The Accounts Officer will be responsible to the Registrar for the accuracy and completeness of the accounts of the Institute. The Accounts Officer shall also render necessary advice to the Director in all proposals involving financial implication.
- iv. A certificate of actual utilization of the grants for the purpose for which it was received shall be submitted in form GFR-12A along with annual audited statement in respect of preceding financial year. The institute shall also submit reports by internal audit parties and inspection reports to the Department.

17. **Annual Accounts, Audit and Results of Audit:** The accounts of the Institute shall be subject to the CAG audit, internal audit and annual audit by the Chartered Accountant(s) appointed according to *Rule 69-72* of Rules and Regulation of Wadia Institute of Himalayan Geology Society and any expenditure incurred in connection with such audit shall be payable by the Institute to the Chartered Accountant(s) appointed as stated above.

- a. A proper Charter of Accounts is maintained and complied with;
- b. An adequate system of internal checks, controls & oversight exists to ensure that purchase of stores and execution of works are done with due regard to broad principles of financial prudence;
- c. A proper record is maintained of assets acquired from government grants and all other sources together with the cost of acquisition shown against each item through the Fixed Asset Register (FAR);
- d. Proper stores account and maintenance of consumable stores is kept and physical verification under proper supervision is carried out at periodical intervals;
- e. A system of reporting to the Governing Body on losses of cash, stores and other assets after proper investigation is followed.
- f. All tax and legal compliances are maintained.
- g. All disclosures as required by the Registrar of Societies and the Department of Science & Technology, Ministry of Science and Technology are made on time.
- h. The auditor shall ensure observance of the following stipulations of the CAG & ICAI:
 - i. Proper accounts of receipts & expenditure incurred from government grants and all other sources is maintained;

- j. To achieve this audit task, the Chartered Accountant(s) shall have the right to demand the production of account books, connected vouchers and other documents. The designated staff of the Institute is obliged to provide all records, as demanded by the auditor(s), for purpose of fulfilment of such verification as above.
- k. All sanctions and orders of delegations of competent authorities under the Rules and Regulation of Wadia Institute of Himalayan Geology Society or these bye-laws affecting the accounts of the Institute shall be in written, signed & dated form.
- l. Disposal/Write off of items shall be as per GFR/DFPR provisions. Cases pertaining to write off of losses shall be referred to Department of Science and Technology.
- m. The accounts of the Institute as certified by the Chartered Accountant(s) along with the Annual Report shall be forwarded annually to the Governing Body and to the Department of Science & Technology, Ministry of Science and Technology latest by 30th September each year for placing before the Parliament as per GFRs and also to the other authorities/bodies as directed by the Body.

CHAPTER –III

LEGAL COMPLIANCES

The Director of the Institute shall ensure all statutory compliances of the Institute w.r.t law of the land namely

18. Societies Registration Act, 1860 (Act No 21 of 1860) and societies registration (Uttarakhand amendment) Act 2019 in the office of Registrar of Societies, Dehradun, Uttarakhand
 - a. All provisions of the above Act shall apply to the Society.
 - b. A list of Governing Body members shall be submitted annually to the Registrar of Societies as required by the Section of the above Act.
 - c. Any kind of amendment in the constitution of the society shall be made and reported to the Registrar of Societies as per Section & of the above Act.
19. **Tax compliances:** The society shall comply with all direct & indirect taxation requirements as stipulated by the Department of Revenue, Ministry of Finance and applicable to the Institute. These relate to Income Tax (Income Tax Act 1961), Service Tax (Chapter V of the Finance Act 1994), Customs Act 1962, Goods and Services Tax or any prevailing act relevant to tax and their respective Rules. All returns as required by the tax laws of the Indian Union shall be submitted by the Institute, by the designated staff under intimation to the Governing Body.
20. **Contract law and interpretation:**
 - a. All goods & services contracts entered into by the Institute through its designated staff shall be for and on behalf of the Director of the Institute.
 - b. All contracts entered into by the Institute shall be subject to the provisions of the Indian Contract Act 1872 and Rules thereof. Representations & Warranties within the contract shall be interpreted as per provisions of the Indian Contract Act and its rules.

21. Other legal compliances: The Institute shall comply with and submit returns required for all laws of the Indian Union, established by the Central Government and the State Government of Uttarakhand, by designated staff under intimation to the Governing Body, related to operations of the Institute and covering staff, environment and occupational issues.

22. Legal proceedings:

- a. The Society may sue or be sued in the name of the President of the Society, or his authorized representative, as per Societies Registration Act, 1860 (Act No. 21 of 1860) and Societies Registration (Uttarakhand Amendment) Act 2019 in the Office of the Registrar of Societies, Dehradun, Uttarakhand.
- b. No suit or legal proceedings shall lie against the Government or the Institute or a Member of the Society or an officer/staff of the Institute in respect of anything done or purported or intended to be done in pursuance of any clauses of the Memorandum of Association or the Rules or bye-laws made there under.
- c. The Director of the Institute shall appoint lawyers to advocate its case in courts of law, and will inform to the Governing Body or its authorized representative and in line with the Advocates Act 1961 and rules thereof.

23. Indemnity, Surety & Guarantees:

- a. The Institute shall be indemnified against all third-party claims arising out of its operations or the acts of its staff acting in private/unauthorized capacity, as per Section 124 of the Indian Contracts Act 1872.
- b. The Institute shall not enter into a contract of guarantee regarding its operations or that of its staff, as understood under the Indian Contracts Act 1872, until unanimously approved by the Governing Body.
- c. The Institute shall not provide any surety for the results of its operations or the performance of duties by its staff and their whole conduct intrinsic to their employment, employment terms and extrinsic to it.

24. Arbitration: Arbitration entered into by the Institute shall be as per provisions of the Arbitration & Conciliation Act 1996 and amendments thereof.

25. **Jurisdiction:** In cases of any disputes arising between the Institute and others, the jurisdiction of High Court of Uttarakhand in which the Institute is situated shall apply.

CHAPTER IV

ACADEMIC & INSTITUTIONAL SPECIFIC ISSUES

26. Scholarships, Fellowships, Grants-in-aid, Special Programs, Faculties etc.:

- i. In order to carry out the objectives of the Institute as set forth in the Rules and Regulation of Wadia Institute of Himalayan Geology Society and cabinet approval, the Governing Body may Institute medals, prizes, scholarships and fellowships, sponsor and finance deputation within the country and abroad, establish research schemes and project subject to provisions of Clause 3.2.2 of these bye-laws. Arrangements shall also be made for lectures, seminars and symposia at the Institute in pursuance of its academic work and for the diffusion of scientific knowledge. The Institute may award research fellowships to students or research scholars, register them for a Ph.D. degree as per Wadia Institute of Himalayan Geology mandate in any University or academic institution, which has acquired the status of a University/deemed-University subject to provisions of Clause 3.2.2 of these bye-laws. These students will be registered with a Scientist of Wadia Institute of Himalayan Geology as supervisor/guide.
- ii. The terms and conditions of above activities shall be as may be decided by the Director, recommended by the Governing Body and approved by the Central Government.

27. Professor of Eminence/Science Chair Professorship

The Institute may engage above positions to speed up research in high priority areas or to take up new areas related to the mandate of the in accordance with the guidelines issued/amended by DST from time to time.

28. **Adjunct faculty:** The Institute may engage scientists as Adjunct faculty on honorary basis, to carry out research work or teaching to fortify the Institute's capabilities or to continue the Institute's ongoing research or teaching activities. Adjunct faculty should not be more than 20% of the sanctioned positions or subject to a maximum number of 5 as recommended by the Director and approved by the Governing Body. They will be entitled to shared facilities and office spaces depending on the nature of their contributions.
29. **Visiting Scholars:** Visiting Scholars may be invited by the Director from time to time with the approval from Chairman, Governing Body for short periods as visiting scholars for participating in the work of the Institute. Visiting scholars may be paid such honoraria and other facilities as may be decided by the Director from time to time with the approval from Chairperson, Governing Body subject to Clause 3.2.2 of these Bye-laws and be limited to as per latest DoE guidelines.
30. **Visiting Scientists:** The Institute may invite reputed national/ international scientists actively engaged in R&D related to the mandate of the Institute to participate in its research activities. Invited scientists may be paid honorarium and other facilities including travel and lodging facilities as per instructions of Government of India issued from time to time with the approval of Chairperson, Governing Body. If a visiting scientist is involved in research activities, sufficient lab space, manpower and other facilities will be provided by the Institute. The honorarium of scientist/ scholars will be decided by the Institute keeping in view of their status in host institution. The tenure of a visiting scientist/ scholar will not be less than one week and maximum up to three months in a calendar year for R&D work.
31. **Consultant:** The institute may hire consultants on contractual basis for conducting specific work for a specific period upto one year. This term can be extended further depending on the need of the consultant. In no case anyone over 65 years of age shall be hired as consultant. The number of consultants should not be more than 5 percent of total approved staff of the institution. The institute will offer suitable consolidated remuneration fee to the consultant as per Government of India norms. The maximum emoluments shall be last pay minus basic pension plus DA in case of retired Government Officers. The consultancy shall be governed by Consultancy rules.
32. **Sabbatical:** The Institute may also engage Sabbatical Faculty from the Academic/R&D organizations to work on the collaborative projects as per Wadia Institute of Himalayan Geology's mandate. The Institute would not pay any remuneration/salary/fellowship/lodging facilities to the sabbatical faculty but would

provide the lab facilities/infrastructure to carry out research. The terms of engagement shall be as per Central Government norms.

CHAPTER V

GENERAL PROVISIONS

33. **Memorandum of Understanding:** The Institute shall enter into annual Memorandum of Understanding (MoU) with Department of Science & Technology, Govt. of India at the start of each financial year in terms of Rule 229 (xi) of GFR 2017 before end of 1st quarter of the financial year to realize its objective.
34. **Creation/upgradation/revival/continuation of posts:** No posts shall be created or upgraded except with the prior approval of the Department of Expenditure. Any post vacant for more than 5 years shall be considered as deemed abolished and shall require the approval of DST/Department of Expenditure for its revival. Continuation of temporary post shall be with the approval of Department of Expenditure. Creation, Revival, Continuation, Conversion, Transfer, Up-gradation, Down-gradation and Abolition of posts will be regulated as per the instructions issued by Department of Expenditure time to time.
35. **Recruitment and Promotion Rules:** Wadia Institute of Himalayan Geology shall frame and put in place Recruitment Rules for all sanctioned posts. The Recruitment/promotion Rules shall be broadly in lines with guidelines issued by Department of Personnel and Training on the subject. The instructions issued by DST vide letter dated 24.04.2025 may also be complied. The Director or authority to whom the power shall lie under the Wadia Institute of Himalayan Geology Recruitment Rules shall with the approval of the approving authority, appoint against regular sanctioned posts of the Institute such of the persons selected through due process as defined in the Wadia Institute of Himalayan Geology Recruitment Rules to achieve the objectives of the Institute.

36. **Engagement on Contract Basis:** The Director shall, on the recommendations of the duly constituted committee against advertised positions, be competent to engage a person on contract basis

- i. **Project staff** whose term shall be co-terminus with the terms of project and project duration. There shall be in no case, any regularization of such project staff against regular sanctioned posts in the Institute and contract terms and conditions, remuneration of such project staff shall be clearly spelt out in the contract agreement. The project staff so engaged shall however be covered under the Code of Conduct of the Institute for Employees on Contract Basis dealt separately in these bye-laws. Maternity benefits to female project staff shall be as per guidelines issued by Ministry of Women and Child Development. Other benefits like leave, medical, travel etc. shall be clearly spelt out in their contract agreement. Registrar shall be the authorized officer to enter into and execute the contract.
- ii. **Other than Projects** staff against regularly sanctioned positions of the Institute for a period of not exceeding 11 months at a time. The terms and conditions of such staff shall be clearly spelt out in the contract agreement. Such contractual staff shall not be regularized against regular sanctioned posts in the Institute in contravention of the WIHG recruitment Rules. They shall however be covered under the Code of the Conduct of the Institute for Employees on contract basis shall be dealt separately in these bye-laws. Maternity benefits to female staff shall be as per guidelines issued by the Ministry of Women and Child development. Other benefits like leave, medical, travel etc shall be clearly spelt out in the contract agreement. Head of the administration shall be the authorized officer to enter into and execute the contract.
- iii. Director of the Institute shall in subsequent meeting of the Governing Body place before it, the statement of contractually engaged staff/consultants in the interim of two GB meetings for their information.

37. **Service conditions:**

- i. All employees appointed against regularly sanctioned positions of the Institute shall be governed by the provisions of the Central Civil Services (*Conduct*) Rules 1964 & Central Civil Services (Classification, Control and Appeal) Rules, 1965 in force and as amended from time to time.
- ii. Service of employees in the Institute under these bye-laws shall not be treated as appointment to posts in connection with the affairs of the Union of India.
- iii. Contractually engaged staff shall be governed by the contract conditions.

38. As the employees of autonomous bodies are not central Government employees, the benefits implemented by the Central Government in respect of Central Government employees as part of their service conditions are not directly applicable to the employees working in autonomous bodies and applicability of these benefits in respect of autonomous bodies require specific approval of the Central Government.

39. **Disciplinary and Appeal Rules:** The Institute shall at all times follow CCS (CCA) Rules 1965 and amendments thereof, in matters of violation of Conduct Rules applicable to regularly appointed employees. The delegation of authorities to initiate Disciplinary proceedings under the Rules against delinquent employees shall be as under:
- i. **Disciplinary Authority:** shall be the appointing authority or any higher controlling authority of the delinquent employee under whom the employee is working whichever is higher to the appointing authority. Appointing Authority is mentioned in Recruitment and Promotion Rules.
 - ii. **Appellate Authority:** shall be the authority higher than the Disciplinary Authority.
 - iii. **Reviewing Authority:** shall be the authority higher to the Appellate Authority.
40. **Residential accommodation:** may be provided, subject to availability, eligibility and entitlement, to eligible scientists/staff according to Government of India (Directorate of Estate guidelines) rules in force or any other rules duly approved by the Governing Body of Wadia Institute of Himalayan Geology in line with the rules of Government of India.
41. **Estate Officer:** Registrar, as the case may be, shall be the Estate Officer in terms of PPE Act for the purpose of being custodian of land records and coordination with land agencies, developmental authorities, municipal corporations/nagar nigam and state government.
42. **Leave Rules:**
- (i) CCS (Leave) Rules, 1972 in force and amendments thereof from time to time shall be applicable to regular employees of the Institute.
 - (ii) For contractual employees, contract terms and conditions shall prevail.
43. **Medical Benefits:** Wadia Institute of Himalayan Geology will follow CS (MA) rules, 1944 in accordance to the Govt. of India rules *mutatis-mutandis* in respect of regular employees.
44. **Mechanism of dealing complaints against Sexual Harassment at Work Place:** The Institute shall follow Government of India Guidelines so as to fulfill its statutory obligations in this regard. Director is authorized to constitute Complaints and Redressal Committee as per approved guidelines. The recommendations of the Committee shall be binding on the Director who shall initiate appropriate

- a. Disciplinary action in case of regularly appointed staff in terms of Conduct Rules and CCS (CCA) Rules.
- b. Implement relevant clauses of Contract Agreement in cases of Contractual employees.

45. Performance Management System: All employees employed by the Institute shall be appraised annually for their performance achievement against planned outcomes of each financial year through the system of APAR (Annual Performance Appraisal Report) as per the schedule prescribed by Government of India (Annexure-III of APAR in Manual on Establishment and Administration). Format of appraisal shall be similar to the format being used in DST for Annual Performance Appraisal Report for all positions in the Institute. The review and reporting of the official shall cover scientific/technical/administrative achievements, personal attributes, integrity, health, ability to shoulder higher responsibilities, awards and penalties during the period of appraisal, etc. The appraisal shall be an important document while considering employees promotion/MFCS/renewal-review of contract and other relevant decisions.

46. Pay and Allowances:

- a. **For regular employees:** Government of India, Department of Expenditure/Department of Science & Technology instructions, Fundamental Rules of Government of India shall prevail at all times. However, Rule 230 (12) of GFR-2017 will be the guiding factor at all times.
- b. **For Contractual Employees:** shall be governed by contract agreement, which shall not have remuneration benefits higher to those of regular employees in the scale.

47. Miscellaneous Provisions:

i. Intellectual Properties:

- a. All body of work generated by the Institute or its staff in pursuance to the Institute's objectives, comprising research, trials, experimental data, consulting and participation/ presentations/ published work in national/ international forums / journals shall be the intellectual property of the Institute and Department of Science & Technology (in cases where the cost of the project is funded by Central Government grants/schemes, fellowships, etc) and be covered under the provisions of the Intellectual Property Rights Policy 2016 of the Government of India and shall include inter-alia provisions of the Indian Copy right Amendment Act 2012, Trademarks Amendment Act 2012, Patents Amendment Act 2005 & the Patent Cooperation Treaty enjoined in 2013. This Policy may be subject to change but it can be applied consistently to arrive at a position that is as equitable as possible to all parties concerned.
- b. Intellectual property shall comprise of all such information generated within the Institute and by staff in the duration of their employment in the Institute related to the objectives of the Institute. This information may be in print or electronic forms.
- c. The Director shall, from time to time, having regard to the merits of each case, decide on the filing of patents for inventions arising out of any research undertaken by the

Institute, the person(s) or organization(s) in whose name(s) such patents are to be taken and propose in such manner the distribution of the profits if any accruing from such patents.

- d. The Director shall place before the Governing Body a six-monthly statement of patents as and when these are approved.

- i. patents filed in the period.

- ii. amount of income generated consequent to commercial exploitation of these patents and its distribution thereof to various heads (*like Institute Income, Program Division, Govt. of India, etc*).

- iii. the distribution of income generated out of commercial exploitation of all the patents filed by the Institute shall have specific approval of Government of India, Department of Science & Technology in each such case of commercial exploitation of patents in the country or abroad.

ii. Information Protection:

- a. All information related to the Institute and generated by the normal operations of the Institute and its employed/ contractual staff shall be covered by the provisions of the Indian IT Act 2000 and the IT Amendment Act 2008/ other amendment acts notified in the Gazette of India from time to time.

- b. The Director shall issue suitable instructions for protection of electronic information through back-ups and otherwise, as deemed necessary from time to time.

iii. Contribution to Scientific Periodicals: Contributions to scientific journals resulting from work carried on at the Institute by members of the staff of the Institute shall contain the Institute's and Department of Science & Technology's name and the content/data of the contribution shall be the sole property of the Institute and Department of Science & Technology, the record of which shall be maintained by administration. A copy of every such contribution shall be got approved from the Director before it is communicated. No contribution which may relate to classified or confidential material shall be made without the specific approval of the Director.

iv. Extramural lectures: Members of the staff of the Institute may, with the prior permission of the Director, accept invitations to give lectures in their field of work to Universities or learned societies within the country, provided such lectures do not interfere with their work at the Institute.

v. Examiner-ships: Members of the staff of the Institute may, if invited to do so, and with the prior intimation to the Director, accept university examiner-ships normally only for the post-graduate students preferably at doctoral level.

v. Seminars, conferences, symposium, workshops and trainings: Director or any of staff of the Institute may be deputed by the Director/Chairman, Governing Body/Government of India to attend scientific conferences, symposia, congress, brainstorming sessions, business or collaboration meetings or interactions etc.

in the country. If however, such conferences, symposia, workshops, seminars, lectures are held outside the country, then the guidelines issued by the Department/Government of India on foreign deputation, foreign travel and foreign hospitality shall be adhered to on each such occasion/event.

48. Consulting/Royalty services of externally sponsored research projects: The Institute may render consulting services/conduct sponsored research projects to/for other organizations related to its objectives through its institutional framework and as approved by the Director under intimation to the Governing Body. All consulting services/ sponsored research projects shall be delivered through a contract or a legally binding term-sheet with the client organization. The consulting service/ sponsored project contract / term-sheet shall be signed by the Director or his authorized representative subject to:

- i. That all consulting/ sponsored project contracts / term-sheets shall be covered under the provisions of the Contracts Act and carry provisions of indemnity, contractual obligations, representations & warranties, other legal provisions and commercial terms.
- ii. The Director shall appoint staff to the consulting assignment(s)/ sponsored research projects as deemed appropriate by him. In case of consulting assignments/ sponsored research projects brought to the Institute through its staff, the staff member initializing the assignment shall be given priority in appointment to the assignment.
- iii. All consulting/ sponsored research assignments shall be contracted by the Institute in its own name on approval of the Director. No staff member employed by the Institute shall enter into any private consulting/ sponsored research assignments independent of the Institute and such acts will be deemed as a breach of Conduct Rules as defined by the CCS 1964 Act & rules thereof.
- iv. User charges shall apply to all consulting assignments and sponsored research within and done by the Institute or its staff. The proportion of receipts sharing between the Institute and its staff in such assignments shall be normally in the ratio of 50:35:10:5 in respect of Institute: Concerned Research Team: Supporting Staff: Wadia Institute of Himalayan Geology.

49. Collaboration with other institutions of repute:

- i. The Institute may, at its discretion, decide to collaborate with other national / international research institutions, in pursuance of excellence in its objectives. The collaborations shall be made by the Director under intimation to the Chairman, Governing Body and Administrative Ministry. In cases of international collaborations, prior clearances of Government (namely DST/MHA/MEA etc.) shall be taken.
- ii. The collaboration with other national / international institutions shall generally be of a technical nature, unless extra-ordinary circumstances necessitate financial collaboration or such joint-ventures. Such extra-ordinary collaborations involving financial collaborations shall be approved by the

- Governing Body under intimation to the Administrative Ministry and shall at all times be FCRA compliance.
- iii. All approved collaborations shall be effected through legally sound term-sheets under approval of the Chairman, Governing Body and the Administrative Ministry.
 - iv. Collaborations with the Industry (private/government-national/international) shall be done only with the prior approval of the Governing Body provided for all international collaborations the prior permission of the Government shall be obtained. Knowledge-sharing with such bodies shall be effected through consulting / sponsored research projects alone.
 - v. Collaborations with institutions are generally understood to be sharing of facilities (*with applicable and approved user charges*), staff, information, joint creation of intellectual property, usage of subject resources and therefore be restricted to institutions of research and of academic nature.

50. Endowments:

- i. **Endowments for institution of Chairs** can be Instituted by donating a sum of not less than Rs. Five Crores or equivalent US Dollars as corpus fund by an individual or trust or body corporate after the approval of the Governing Body.
- ii. The Chair can be named after an institution or an individual in any specific branch of the Institute's research objectives or a subject of inter-disciplinary area.
- iii. The endowment amount shall be invested in bank deposits or such other safe deposits in nationalized banks or their subsidiaries.
- iv. The expenditure on the salary and other service and research requirements of the appointee to the Chair shall be met out of the proceeds of the endowment amount; *provided also that the unspent balance, if any, in the interest accrued in any year shall be added to the corpus of the endowment;*
- v. The Director shall invite eminent academicians or jurists to occupy the chair on the basis of the recommendations of a duly appointed Selection Committee in which a representative of the funding individual/agency is there.
- vi. The Institute shall organize endowment lectures in honor of the person, the donor would like the Institute to organize. For this, the donor shall make a contribution of Rupees Ten Lakhs or equivalent US Dollars to the Institute. The series of lectures delivered would be published in the form of a book for circulation.

51. RETIREMENT BENEFITS # :

Only for Regular Employees:

- a. The age of superannuation of all employees of the Institute shall be sixty (60) yrs or as notified by the Central Government from time to time in respect of autonomous bodies.
- b. Pensionary benefits shall be as per Govt. of India Instructions issued from time to time. For employees recruited on and after 01.01.2004, New Pension Scheme shall be applicable.

- c. Gratuity and Leave encashment benefits shall be regulated in accordance with the instructions issued by DST in respect of Autonomous Bodies, as approved by the Department of Expenditure, Ministry of Finance.

52. **Wadia Institute of Himalayan Geology Employees Welfare Fund:** The Institute may have Employees Welfare Fund for the employees of the Institute as per GFR provisions/guidelines issued by GoI.

53. **Compassionate Appointments:** All compassionate appointments shall be regulated as per Department of Personnel & Training (DoP&T) OM No. 14014/6/1994-Estt.(D) 02.08.2022 as amended from time to time. Director shall have full powers to appoint any dependent major (*not below 18 years*) family member of the bereaved family of an employee of the Institute dying while on duty or in harness subject to the following:

- i. Such appointments shall be restricted to Level 5 and below.
- ii. Such appointment is made in favour of only one of the dependent family member of the deceased. If such appointment is made in favour of widow of the deceased, the educational qualifications shall not be insisted upon in case of appointments against the post of Multi-Tasking Staff (MTS) only.
- iii. The candidate who is offered appointment on compassionate grounds shall hold the same qualifications as required for the post except in case of widow against the post of MTS.
- iv. The family of the deceased shall be allowed retention of quarters in Wadia Institute of Himalayan Geology premises (if the deceased was allotted quarters) to a maximum period of 06 months on normal license fee and on special license fee (twice the normal license fee) for a further period of 06 months after which no further retention shall be allowed and the family will have to vacate the quarters immediately if none of the legal heir is appointed on compassionate grounds by this time
- v. Posts filled on Compassionate grounds shall be exempt from reservation rules.
- vi. Cases of compassionate appointment should be preferably finalized in 8 months subject to the available of vacancy for compassionate appointment and application to that effect may be taken from the 1st surviving legal heir of the deceased as to who is interested in taking up the appointment and NOC from other legal heirs provided that, the widow shall have full rights to take appointment for self or any of her major wards.

54. **Custodian of Assets of the Institute:** The Registrar shall be the custodian of the assets of the Institute (includes immovable, movable, tangible and intangible) in the Institute or outside and shall maintain and keep a record of these in a manner prescribed as per GFR's. The disposal/write off of any of the asset or part thereof shall be governed by GFR's. He may authorize such officers who shall be responsible for safety, maintenance, inventory and updating records, stock registers of the assets as per GFR's created/procured from government/non-government funds.

55. **Regional Centres/ Offices/sub-station:** No regional centres/ offices/ sub-stations of the Institute will be created without the approval of administrative Ministry in consultation with Ministry of Finance.
56. **Conflict resolution:** In case of a doubt regarding the interpretation of any of the provisions of these bye-laws, the matter shall be referred to the Governing Body for a decision. In the event of their being any inconsistency between the Rules and Regulation of Wadia Institute of Himalayan Geology Society, bye-laws of the Institute and Government of India rules/instructions, the provisions of the Government of India shall prevail. If any question arises which is not covered by these bye-laws, the decision of the Body or Government of India shall be the final. Governing Body of the Institute has no powers to interpret instructions issued by Government of India, which shall invariably be referred to the Department of Science & Technology for necessary clarifications.
57. **Review, Display and Notification of the bye-laws:** There shall be compulsory review of these bye-Laws every five years by a duly constituted committee approved by the Governing Body having compulsory representation of Government of India. The reviewed bye-laws shall be placed for approval of the Governing Body in subsequent GB meeting which shall then be forwarded by the Director of the Institute for the approval of the bye-laws from the Department of Science & Technology. Approved bye-laws shall be displayed on the Institute website or noticeboard for a period of 10 days before being notified by the Institute. Only after the notification, the new bye-laws shall come into effect from the date of notification.
58. **Power to relax, amend, modify, repeal:** Notwithstanding anything contained in these bye-laws, the
- Governing Body with the approval of the Central Government reserves the right to **relax, amend, modify** any provisions of these bye-laws with/without assigning any reasons thereof, with prospective effect.
 - However, The Central Government may on the recommendations of the Governing Body or *suo moto* reserve the right to **relax, amend, modify or repeal** any part thereof or whole of these bye-laws with or without assigning any reasons thereof. In any event, the decision of Central Government shall be binding at all times in this regard.
