

BYE - LAWS

(Effective 19.11.1983)
(Amendments upto September 1997 incorporated)



Wadia Institute of Himalayan Geology
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BYE - LAWS

CHAPTER I - PRELIMINARY

1. **Short Title and Commencement**

- 1.1 These bye-laws may be called the Wadia Institute of Himalayan Geology Bye-Laws.
- 1.2 They shall be deemed to have come into force from 19th November, 1983.

2. **Extent of Application**

- 2.1 Save as otherwise provided by or under these bye-laws, they shall apply to all the employees of the Institute :

Provided that these bye-laws shall not apply to the following categories of employees to the extent indicated.

- 2.1.1. Persons engaged on contract only so far as the special terms and provisions of their contract, if any are inconsistent with these bye-laws.

- 2.1.2. Employees of any Government, or of any other employer, on deputation to the Institute, or borrowed by the Institute, in so far as provided under the terms and conditions of their deputation, or the terms under which their services are borrowed.

Provided further that these bye-laws shall not apply to:-

- 2.1.3.1. Part-time or daily-rated employees.
- 2.1.3.2. Persons paid from contingencies either on daily or on monthly basis or in fixed pay for a specified period.

2.1.3.3. Persons engaged for time-bound specific job or duty on fixed lump-sum remuneration or wages or honoraria determined only for that specific job or duty and.

2.1.3.4. Fellows who may be governed by their contract or by any special rules or orders framed by the Institute for them from time to time.

3. Definitions and Interpretation

3.1. In these bye-laws, unless there is anything repugnant to the subject or context :

3.1.1. "Registrar/Administrative Officer" means the Registrar/Administrative Officer of the Institute.

3.1.2. "Appellate Authority" means the authority specified in regulations of the Institute.

3.1.3. "Appointing Authority" in relation to any post under the Institute means the authority competent to make appointments to that post under Regulations of the Institute.

3.1.4. "Authorised Medical Attendant" means-

3.1.4.1. in respect of employees in grades VIII and above the Chief Medical Officer Incharge of a Government Hospital or Dispensary; and in respect of others, a Medical Officer not below the rank of Assistant Surgeon in a Government Hospital or Dispensary located at the place where the contingency requiring attention of the Authorised Medical Attendant arises; or

3.1.4.2. Such Medical Officer as may be declared, for each category of employees, to be the `Authorised Medical Attendant` by the Director.

3.1.5. "Basic Pay" means the monthly pay admissible to an employee in the pay scale applicable to the post held by him and does not include special pay, personal pay or any other allowances or emoluments.

3.1.6. "Borrowed Employee" means an employee of any other authority whose services are obtained by the Institute on loan.

3.1.7. "Cadre" means a category of posts sanctioned as a separate unit.

3.1.8. "Controlling Authority" means -

3.1.8.1. in relation to the posts in grades I to VII the Registrar/Administrative Officer.

3.1.8.2. in relation to the posts in other grades, the Director.

3.1.9. * "Deputy Director" means the Deputy Director of the Institute.

3.1.10. "Director" means the Director of the Institute.

3.1.11 "Employee" means any person serving the Institute on full-time basis drawing pay from the funds of the Institute.

3.1.12. "Employee on Contract" means an employee who has been engaged by the Institute on contract for a specified period on specified terms.

3.1.13. "Evaluation Committee" means any of the committees specified in schedule pertaining to Constitution of Committees (Selection and Evaluation) of the Regulation of the Institute.

* The post of Dy. Director has been redesignated as Scientist 'E-II' vide DST letter No. F.SP/WI/005/88 Dated 11.1.88

- 3.1.14. "Family" means an employee's wife or husband, as the case may be, residing with the employee and legitimate and step children (including adopted children) wholly dependant on the employee. It includes, in addition, parents, unmarried or widowed sisters and minor borthers, if residing with and are wholly dependant upon the employee.
- 3.1.15. "Fellow" means a person working in the Institute as a learner receiving training in the Institute on a fellowship.
- 3.1.16. "Foreign Service" means service for which an employee receives, with approval of the Governing Body, his pay from any source other than the funds of the Institute.
- 3.1.17. "Governing Body" means the Governing Body of the Institute.
- 3.1.18. "Institute" means the Wadia Institute of Himalayan Geology.
- 3.1.19. "Pay" means the pay admissible on the relevant date and includes special pay, personal pay, dearness pay or part of the dearness allowance deemed as pay but shall not include any allowances, fees or honoraria.
- 3.1.20.* "President" means the President of the Wadia Institute of Himalayan Geology Society.

* Amended vide DST letter No. A1/WIHG/005/93 Dated 11-1-94.

- 3.1.21. "Rules of the Society" means the Rules and Regulations of the Wadia Institute of Himalayan Geology Society.
- 3.1.22. "Salary" means and includes pay, allowances and all remuneration expressed in terms of money payable to any employee by the Institute in respect of his employment or of work done in such employment, but does not include Employer's Contribution to Provident Fund, Gratuity, and any other Retirement Benefits, T.A., Children Education Allowances, Medical Allowances, and value of any housing accommodation and such other amenities.
- 3.1.23. "Schedule" means a schedule to these bye-laws.
- 3.1.24. "Selection Committe" means any of the Committees specified in chapter pertaining to Constitution of Committees (Selection and Evaluation) of the Regulations of the Institute.
- 3.1.25. "Substantive Appointment" means appointment of an employee specifically made as such by the appointing authority to a post which is permanent and on which no other employee holds a substantive appointment.
- 3.2. All words and expressions used in these bye-laws shall if not already defined herein, have the meaning assigned to them in the Rules of the Society.
4. **General Conditions of Service**
- 4.1. The service of any employee shall be at the disposal of the Institute for all the 24 hours of a day, and he may be required by the Institute to work within or outside normal working hours and also on Sundays and other holidays, for the performance of such duties as may be assigned to him;

4.2. Notwithstanding anything, contained in bye-laws 4.1. the Institute may pay over-time allowance to an employee or categories of employees in accordance payment of such an allowance, provided that no compensation leave will be allowed in lieu of the time/period spent on duties for which over-time allowance is paid to an employee.

4.3. an employee may be transferred to foreign service or sent on deputation to any Organisation, Corporation, Institute or Government whether within or outside India.

5. Amendments

5.1. These bay-laws can be amended or modified or substituted, either wholly or in part, by the Governing body with the approval of Central Government and such an amendent, modification, substitution, addition or deletion shall apply to all such employees to whom these bye-laws are applicable from such date as may be determined by the Central Govt. or from the date on which they are notified, in case no date has been determined by the Central Govt.

6. Interpretation

6.1. Where a doubt arises as to the interpretation or application of any of the provisions

of these bye-laws, the decision of the Governing Body with the approval of the Central Govt. thereon shall be final.

7. Power of Relax

7.1. Notwithstanding anything contained in these bye-laws, the Governing Body with the approval of the Central Govt. may, in the case of any employee, relax any of the provisions of these bye-laws either to relieve him of any undue hardship arising from the operation of such provisions, or in the interest of the Institute.

8 Repeal and Savings

8.1. All rules, regulations, orders and notifications, regulating the service conditions of the employees issued earlier by the Institute shall stand repealed from the date or application of these bye-laws, to the extent to which they are inconsistent with the provisions of those bye-laws.

8.2. Nothing contained in those bye-laws shall operate in derogation of any law in force for the time being or to the prejudice of any right of the employee under an agreement, settlement on award for the time being in force or written contract of service.

CHAPTER II

PAY AND ALLOWANCES

9. Scale of Pay

- 9.1. The scales of pay for the various posts under the Institute shall be as specified in the First Schedule.

10. Initial Pay

- 10.1. An employee shall on his appointment to a post in a grade specified in the First Schedule, draw his pay at the minimum of the time-scale of pay applicable to that grade :

Provided that on the recommendations of the Selection Committee the Appointing Authority, may subject to the provisions of bye-law 12, allow him to draw pay at a higher stage in that scale of pay :

- 10.2. An employee, who is promoted on the recommendation of the Evaluation Committee to a higher grade of the same category of post, shall draw pay-

- 10.2.1.* In the case of promotion of Scientists in grades X and above the pay will be fixed in accordance with Govt. of India orders on the subject issued from time to time.

* Amended Vide DST letter No. IA/WIHG/005/93 dated 11.1.1994.

11. Increments

- 11.1. An increment shall ordinarily be drawn as a matter of course unless it is with-held. An increment may be with-held from an employee by the Appointing Authority if his conduct has not been good or his work has not been satisfactory. In ordering the with-holding of an increment, the Appointing Authority shall state the period for which it is with-held and whether the postponement shall have the effect of postponing future increments.

- 11.2. The following service shall count for increment in the time-scale of pay applicable to the grade to which the employee has been appointed.

- 11.2.1. Service rendered in the post or in an equivalent or higher grade, whether continuous or not;

- 11.2.2. Service rendered in an equivalent or higher grade in foreign service; provided leave salary and pension contribution for the relevant period are paid by the foreign employer or officer concerned.

- 11.2.3. Period spent on leave other than extra ordinary leave without pay; provided that the competent authority may direct that the period of extra ordinary leave shall also count for increment if he is satisfied that such leave was taken on medical grounds and the officer produces a certificate to this effect from an Authorised Medical Attendant.

12. Advance Increments

In the case of appointments by direct recruitment to any categories of posts :-

- 12.1. The Appointing Authority shall have the power to fix on the recommendations of the Selection Committee the pay at the time of initial appointment of an incumbent at higher stage than the minimum of the scale but not involving more than five increments in any case in respect of post (s) to which appointments can be made by the Appointing Authority.

13. Pay of Re-employed Persons

The pay of persons who are re-employed after retirement from Govt. service or service of a University or Govt. Commercial Undertaking or Govt. aided autonomous organisations shall be fixed in accordance with the Govt. of India orders on the subject issued from time to time.

14. Deductions from Salary

- 14.1. The following deductions may be made from the salary of an employee :-
- 14.1.1. Salary for the period of unauthorised absence from duty;
- 14.1.2. Amount for damages or loss of goods expressly entrusted to the employee for custody or loss of money for which he is required to account.
- Where such a damage or loss is attributable to his negligence or fault;
- 14.1.3. The rent and other charges for residential accommodation if provided by the Institute;
- 14.1.4. Cost of amenities and services provided by the Institute to the employees;
- 14.1.5. Over payment, if any, made to the employee;

- 14.1.6. Income-tax, other taxes recoverable from the employee under the law regulating recovery of such taxes.

- 14.1.7. Amount recoverable under the orders of a court of law or any authority competent to make such orders.

- 14.1.8. Refund of advances paid to the employee either from the Institute's fund or from the Contributory Provident Fund in accordance with the order of recovery;

- 14.1.9. Any other amount which is payable by the employee to the Institute.

15. Drawal of Pay

- 15.1. An employee shall be entitled to the pay of the post in the grade to which he is appointed from the date from which he assumes charge of the post.
- 15.2. Pay in respect of any month shall become payable on the last working day of the month, except the pay for the month of March which shall become payable on first working day of April.

16. Allowances

- 16.1. Allowances such as dearness allowance, local allowance such as Hill compensatory and Winter Allowance and House Rent Allowance as applicable to Central Govt. employees shall be admissible to the employees of the Wadia Institute of Himalayan Geology in the same manner and subject to the same condition as notified by the Central Government from time to time in respect of Central Govt. employees.

FIRST SCHEDULE

(Regulation - 1)

CLASSIFICATION AND GRADATION OF POSTS

S. No.	Designation/ Category	Grade	Pay Scale
Scientific Service			
1.	Director	XV	Rs. 5900-200-7300 (Revised Rs. 18400-500-22400)
2.	Scientist 'F'	XIV	Rs. 5100-150-5700-200-6300 (Revised Rs. 16400-450-20900)
3.	Scientist 'E-II'	XIII	Rs. 4500-150-5700 (Revised Rs. 14300-400-18300)
4.	Scientist 'E-I'	XII	Rs. 3700-125-4700-150-5000 (Revised Rs. 12000-375-16500)
5.	Scientist 'C'	XI	Rs. 3000-100-3500-125-4500 (Revised Rs. 10000-325-15200)
6.	Scientist 'B'	X	Rs. 2200-75-2800-100-4000 (Revised Rs. 8000-275-13500)
TECHNICAL AND AUXILIARY SERVICES			
7.	Sr. Publication & Documentation Officer	XI	Rs. 3000-100-3500-125-4500 (Revised Rs. 10000-325-15200)
8.	Publication and Documentation Officer	X	Rs. 2200-75-2800-100-4000 (Revised Rs. 8000-275-13500)
9.	Asstt. Publication and Documentation Officer	XIII	Rs. 2000-60-2300--FB-75-3200-100-3500 (Revised 6500-200-10500)
10.	Librarian	VIII	(i) Rs. 2000-60-2300-EB-75-3200-100-3500 (Revised Rs. 6500-200-10500) (ii) Rs. 2200-75-2800-100-4000 (Revised Rs. 8000-275-13500)

11.	Technical Assistant	VI	Rs. 1400-70-1800-EB-50-2300 (Revised Rs. 4500-125-7000)
12.	Lab Technician	VI	-do-
13.	Artist-Cum-Modellor	VI	-do-
14.	Junior Engineer	VI	-do-
15.	Laboratory Asstt.	V	Rs. 1350-30-1440-40-1800-EB-50-2200 (Revised Rs. 4500-125-7000)
16.	Photographer	V	-do-
17.	Draftsman	IV	Rs. 1200-30-1560-EB-40-2040 (Revised Rs. 4000-100-6000)
18.	Electrician-Cum-Pump Operator	III	Rs. 950-20-1150-EB-25-1400 (Revised Rs. 3050-70-4590)
19.	Section Cutter	III	-do-
20.	Field-Cum-Lab. Attat.	II	Rs. 800-15-1010-EB-20-1150 (Revised Rs. 2650-50-4000)
ADMINISTRATION			
21.	Registrar	XI	Rs. 3000-100-3500-125-4500 (Revised 10000-325-15200)
22.	Finance & Accounts Officer	IX	-do-
23.	Administrative Officer	IX	Rs. 2375-75-3200-100-3500 (Revised Rs. 7000-225-11500)
24.	Asstt. Finance Accounts Officer	VIII	Rs. 2000-60-2300-75-3200-3500 (Revised Rs. 6500-200-10500)
25.	Stores & Purchase Officer	VIII	-do-
26.	Senior P.A.	VIII	Rs. 2000-80-2300-75-3200 (Revised Rs. 6500-200-10500)
27.	Accountant	VII	Rs. 1640-60-2600-75-2900 (Revised Rs. 5500-175-9000)

28. Assistant	VI	Rs. 1400-40-1800-50-2300 (Revised Rs. 4500-125-7000)
29. Stenographer Grade-II	V	Rs. 1400-40-1600-50-2300-60-2600 (Revised Rs. 5000-150-8000)
30. Stenographer Grade - III	IV	Rs. 1200-30-1560-EB-40-2040 (Revised Rs. 4000-100-6000)
31. Upper Division Clerk	IV	-do-
32. Driver (Grade-I)	IV	Rs. 1320-30-1560-40-2040 (Revised Rs. 4000-100-6000)
33. Driver (Grade-II)	IV	Rs. 1200-30-1440-30-1800 (Revised Rs. 4000-100-6000)
34. Driver (Ordinary- Grade)	III	Rs. 950-20-1150-25-1500 (Revised Rs. 3050-70-4590)
35. Lower Division Clerk	III	Rs. 950-20-1150-EB-25-1500 (Revised Rs. 3050-70-4590)
36. Bearer	I	Rs. 750-12-870-140-940 (Revised Rs. 2550-55-2660-60- 3200)
37. Chowkidar	I	-do-
38. Mali	I	-do-
39. Safaiwala	I	-do-

REGULATIONS

CHAPTER - I

CLASSIFICATION AND GRADATION OF SERVICES

1. Grades and Categories of posts

1.1 The services under the Institute shall be classified as under : -

1.1.1. Scientific Service ;

1.1.2. Technical and Auxiliary service :

1.1.3. Administrative service ;

The posts in each of the above services shall be of the grades and designations/categories as given in the First Schedule ;

1.2.* The Governing Body shall have the powers for :

1.2.1. The creation of any new category or categories and/or grade or grades of posts ; the maximum of the scale of pay of which does not exceed Rs. 4500/- p.m. (Revised Rs. 15,200/- p.m.)

1.2.2. The abolition of any grade or category of posts;

1.2.3. The transfer of any post from one grade to another or from one category to another.

The Governing Body subject to approval of Central Govt. shall have the powers for :

1.2.4. the revision of the pay scale of any post in any grade or category ;

1.2.5. any deletion or addition in the Bye-laws ;

1.2.6. the proposal involving financial implications except provisions contained in Regulation 1.2.

* Amended by G.B. in its meeting held on 6.1.86 vide Minutes No. 19.1.

CHAPTER - II

APPOINTMENTS

2. Appointing Authorities

- 2.1.* The Director, of the Institute shall be appointed under Rule 10 of the Rules of the Society, by the Governing Body in the manner as may be determined by the Governing Body.
- 2.2. Subject to the provisions of these regulations :
- 2.2.1. Appointments to the posts carrying scale of pay of Rs. 3000-4500 (Revised Rs. 10000-15200) & above in the Scientific, Technical & Administrative services, shall be made by the Governing Body.
- 2.2.2.† Appointments to the posts carrying scale of pay of Rs. 2200-4000 (Revised Rs. 8000-13500) and below in the Scientific, Technical and Administrative services, shall be made by the Director.

*Amended Vide DST Letter No. AI/WIHG/005/93 dated 11-1-94.

Revised Recruitment and Assessment Promotion Scheme for Scientific & Technical Staff of WIHG

INTRODUCTION

- 0.1. The Recruitment and Assessment Promotion Scheme for the scientific and technical staff of WIHG was originally introduced w.e.f. 11.5.1984. After above 6 years of implementation of the Scheme, it was felt desirable to have a review of the Scheme. The matter was considered by the Governing Body which appointed a sub-Committee to review the existing scheme and suggest improvements keeping in view the functional requirement of the Institute. The sub-Committee constituted by the Governing Body considered this and adopted the Scheme with modifications. The recommendations of the sub-Committee as approved by the Governing Body (Minutes No. 5 & 6 of 18.3.92) with minor modifications are given on the following pages.

The Scheme will come into force w.e.f. 1st April, 1992.

1. GROUPS WITH QUALIFICATIONS FOR INDUCTION

1.1 GROUPS

The entire scientific and technical staff are divided in four groups, namely Group I & II (Support Staff), Group III (Technical), Group IV (Scientific). Each group had a number of grades within the groups are described in Arabic numeral. For example I (2) refers to the second grade in Group I & IV (5) refers to the fifth grade in Group IV.

1.2 Induction

Induction can be in any grade except in the case of Group I.

1.2.2. Relaxations in qualifications are not normally permissible. However, these could be made in exceptional cases with the prior approval of the Governing Body/Department of Science & Technology. *This must be done prior to advertising the post.*

1.2.3 Cases for equivalence of qualifications may be referred to the Governing Body/Department of Science & Technology for approval before notification/consideration for assessment purposes.

1.3 Qualifications for new entrants

Sl.No.	Grade	Pay scale	Qualification
Group I			
1.	I (1)	Rs. 800-1150 (Revised Rs. 2650-4000)	Matriculate
Group II			
1.	II (1)	Rs. 950-1400 (Revised Rs. 3050-4590)	Matriculate + I.T.I. Trade Certificate.
Group III			
1.	III (1)	Rs. 1400-2300 (Revised Rs. 4500-7000)	Matriculation with 2 years experience. B.Sc./B.Lib. Science or Diploma in Engg./Tech. of minimum 3 years duration (or equivalent)
2.	III (2)	Rs. 1640-2900 (Revised Rs. 5500-9000)	M.Sc./B.E./B.Tech. or equivalent. or Diploma in Engg./Tech. of minimum 3 years duration or equivalent with 3 years relevant experience.
3.	III (3)	Rs. 2000-3500 (Revised Rs. 6500-10500)	M.Sc. with B. Lib. Science/B.Sc. with M.Lib. /B.E./ B.Tech. with 4 years relevant experience.
4.	III (4)	Rs. 2200-4000 (Revised Rs. 8000-13500)	M.Sc./B.E./B.Tech or equivalent with 7 years relevant experience.
5.	III (5)	Rs. 3000-4500 (Revised Rs. 10000-15200)	-

Sl.No.	Grade	Pay scale	Qualification
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Group IV

1.	IV (1) (Revised Rs. 8000-13500)	Rs. 2200-4000	Ist class M.Sc in relevant discipline with 3 years relevant research experience or Ph.D. in relevant discipline.
2.	IV (2) (Revised Rs. 10000-15200)	Rs. 3000-4500	Ph. D. in relevant discipline plus 4 years post doctoral research experience.
3.	IV (3) (Revised Rs. 1200-16500)	Rs. 3700-5000	Ph. D. in relevant discipline plus 8 years doctoral research experience with adequate evidence of original work and leadership.
4.	IV (4) (Revised Rs. 14300-18300)	Rs. 4500-5700	Ph. D. in relevant discipline with 10 years post doctoral research experience with adequate evidence of original work and leadership.
5.	IV (5) (Revised Rs. 16400-20000)	Rs. 5100-6300	Ph. D. in relevant discipline with 15 years post doctoral research evidence of original work and leadership.

2. ELIGIBILITY AND THRESHOLD

- 2.1 In this scheme there will be no percentage restriction for assessment in any group; assessment will be on the basis of prescribed thresholds.
- 2.2 Eligibility for consideration for assessment against a chance will be determined with reference to completion of required length of service in the Grade/reaching maximum of the scale/remaining for one year at maximum of the scale as given below in the table against each Grade in the respective Group.

Table : Eligibility for assessment/threshold

Group & Grades	Scale of Pay	Eligibility for Assessment (YRS.) marks	Minimum % age of threshold
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2.2.1 Group I

I (1)	Rs. 800-1150 (Revised Rs. 2650-4000)	7,8,9,11 & after remaining for one year at the maximum of the scale.	60%
1 (2)	Rs. 825-1200 (Revised Rs. 2750-4400)	- do -	60%
1 (3)	Rs. 950-1400 (Revised Rs. 3050-4590)	- do -	70%
1 (4)	Rs. 1200-2040 (Revised Rs. 4000-6000)	- do -	-

2.2.2 Group II

II (1)	Rs. 950-1400 (Revised Rs. 3050-4590)	7,8,9,11 & after remaining for one year at the maximum of the scale.	60%
II (2)	Rs. 1200-2040 (Revised Rs. 4000-6000)	- do -	65%

II (3)	Rs. 1350-2200 (Revised Rs. 4500-7000)	- do -	70%
II (4)	Rs. 1400-2300 (Revised Rs. 4500-7000)	- do -	75%
II (5)	Rs. 1640-2900 (Revised Rs. 5500-9000)	-	-

2.2.3 Group III

III (1)	Rs. 1400-2300 (Revised Rs. 4500-7000)	5,6,7,9 & after remaining for one year at the maximum of the scale.	60%
III (2)	Rs. 1640-2900 (Revised Rs. 5500-9000)	6,7,8,10 & after remaining for one year at the maximum of the scale.	65%
III (3)	Rs. 2000-3500 (Revised Rs. 6500-10500)	5,6,7,9 & after remaining for one year at the maximum of the scale.	70%
III (4)	Rs. 2200-4000 (Revised Rs. 8000-13500)	- do -	75%
III (5)	Rs. 3000-4500 (Revised Rs. 10000-15200)	- do -	-

2.2.4 Group IV

IV (1)	Rs. 2200-4000 (Revised Rs. 8000-13500)	5,6,7,9 & after remaining for one year at the maximum of the scale.	60%
IV (2)	Rs. 3000-4500 (Revised Rs. 10000-15200)	- do -	60%
IV (3)	Rs. 3700-5000 (Revised Rs. 12000-16500)	5,6,8 & after remaining for one year at the maximum of the scale.	70%
IV (4)	Rs. 4500-5700 (Revised Rs. 14300-18300)	5,6,7, & after remaining for one year at the maximum of the scale.	75%
IV (5)	Rs. 5100-6300 (Revised Rs. 16400-20000)		

2.3 NOTES

2.3.1 For assessments, thresholds will be 10 % marks less for SC/ST assessee.

2.4. EXPLANATION

2.4.1 Thresholds for assessment are given against each Grade of the respective Group. No relaxation/changes for any reason whatsoever is permissible.

2.4.2 Reclassification of a position will require prior approval of the Department of Science & Technology on the recommendations of the Governing Body.

2.4.3 Assessment period will be the financial year and assessments will be done once in a year. As far as possible these should be completed by 30th September of the year.

2.4.4 Only eligible employees during the year upto 31st March will be considered for assessment.

2.4.5 The succesful candidates will be promoted from the date they complete the required residency period in the previous post.

3. EXPERTS PANELS, REFEREES AND ASSESSMENT COMMITTEES

3.1 EXPERTS PANELS

3.1.1 The Govering Body will constitute expert panels for different areas.

3.1.1 The Expert Panels will be valid for a period of three years after which they will have to be reconstituted. Additional names may be added by the Governing Body.

3.2 Selection of Referees

3.2.1 There shall be three Referees for review.

3.2.2 The Referees are to be nominated by the Director from the approved list of Area-wise Expert Panels.

3.3 COMPOSITION OF RECRUITMENT AND ASSESSMENT COMMITTEES

3.3.1 Group I & II

- Chairman - Director or his nominee
Member (one) - Group Head/Sectional Head/
OIC Lab.
Member (two) - Two experts of whom one shall
be external.

3.3.2 Group III (1) to III (3)

- Chairman - Director or his nominee
Member (one) - Group Head/Sectional Head/
OIC Lab.
Member (two) - Two experts out of whom one
shall be external.

3.3.3 Group III (4 & 5)

- Chairman - Chairman, Governing Body or
his nominee.
Member - Director or his nominee.
Member (one) - Group Head/Sectional Head/
OIC Lab.
Member (two) - Outside experts

3.3.4 Group IV

- Chairman - Chairman, Governing Body or
Specialist
Member - Director or his nominee
Member (one) - One expert to be nominated by
DST
Member (three) - Three experts from the
Governing Body approved
panel.

Note 1 : Recruitment/Assessment Committee in respect of all posts in Group I,II,III (1) to III (3) will be constituted by the Director and for Group III (4) & III (5) and for Group IV posts, the Recruitment/Assessment Committee will be formed by the Chairman, Governing Body in consultation with the Director.

Note 2 : There shall be a member belonging to SC/ST category in each Recruitment/Assessment Committee in which reserved category/employees are being considered for Recruitment/Assessment.

4. WORK, SELF ASSESSMENT AND PERFORMANCE REPORTS

4.1 Annual Performance and Appraisal Report (APAR)
4.1.1 APAR is applicable to employees of all Groups and all grades and will consist of two parts.

4.1.1.1 **Part 1 :** Self Assessment report by the assessee and its appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and S&T outputs. This part will carry 75% marks.

4.1.1.2 **Part II :** Assessment/Appraisal of behavioural aspects. This part of the appraisal will carry 25% marks.

4.1.2 The total APAR marks in a year will be 100.

4.1.2.1 APAR marks will be awarded according to the assessee's rating on a seven point scale, as under :

Outstanding	91-100%
Excellent	76-90%
Very Good	61-75%
Good	51-60%
Satisfactory	36-50%
Fair	21-35%
Poor	20% or less

4.1.3 APAR, according to the new proforma prescribed for this purpose, comes into force from the year 1992-93.

4.2 The "Work Report" (WR), "Self Assessment Report" (SAR) and "Annual Performance Appraisal Report" (APAR) wherever occurring in the document will be defined as under :

4.2.1 **Work Report (WR) :** Report of an assessee on the work done by him during the entire period on the basis of which he/she is to be considered for assessment, as per proforma at Annexure 1A & 1B.

4.2.2 **Self Assessment Report (SAR) :** A candidate's statement of work done during a year for the purpose of APAR.

4.2.3 **Annual Performance Appraisal Report (APAR) :** Report of appraisal of a candidate's annual performance, which gives 75% marks to SAR and 25% marks to the assessment/appraisal of behavioural aspects as per proforma at Annexure IIA & IIB. (Not printed)

5. PROCEDURE FOR ASSESSMENT

5.1 Apportioning of marks for Assessment Promotion of Scientific and Technical Staff :

5.1.1 Group I, II, III Marks (%)

- | | |
|--|----|
| i) Annual Performance Appraisal | 50 |
| ii) Interview (performance including trade test in Groups I, II & III) | 50 |

Group IV

- | | |
|---|----|
| i) Annual Performance Appraisal Reports | 30 |
| ii) Referees' comments | 30 |
| iii) Interview | 40 |

5.2 Notes

5.2.1 For second and subsequent assessments, upto 5 marks will be awarded for each year of experience (to reach the minimum prescribed for eligibility) in the interview marks, provided the APAR for that year is satisfactory. Marks will be given on this account only for a maximum period of 3 years.

5.2.2 For assessment from Grade III (2) to III (3), III (3) to III (4) and IV (3) to IV (4), suitable bonus marks be added to enable them to reach the prescribed threshold of 60% marks have been obtained in review and interview (combined) provided their CRs/APARs, as applicable, are better than good. Similarly, those who obtain more than 60% marks in review and interview (combined) and CRs/APARs, as applicable, are graded as 'good' may also be given suitable bonus marks to reach the prescribed threshold. For the second and subsequent chances, these bonus marks will be admissible if, after totalling review marks, APAR marks and interview marks including experience marks as may be awarded under para 5.2.1, the total exceeds 60.

5.2.3 Wherever marks, as prescribed in 5.2.1. are awarded, it shall be ensured that the cumulative

effect of these will not have the effect of bringing the threshold below the "satisfactory" level as described in the 7 - point scale in para 4.1.2.1.

5.3 Procedure

List of those being considered for assessment will be prepared and placed before the Assessment Committee in alphabetical order, inter alia, indicating whether the candidate belongs to SC/ST category.

5.3.1 The self assessment reports and the work report, of the assessee without the remarks of the Reporting/Reviewing Officer will be placed before these committees.

5.3.2 Marks will be awarded by the committee for each assessee after the interview.

5.3.3 The sealed cover with referees markings will thereafter be opened and marks noted.

5.3.4 The assessee in whose cases referees comments have not been received may also be interviewed by the Assessment Committees and marks awarded for interview. Thereafter, the Assessment Committee may authorise a small group out of the committee to finalise their assessment in due course, on receipt of referees comments.

5.3.5 The APARs will thereafter be seen and marks added.

5.3.6 The bonus marks will then be added wherever relevant.

5.3.7 The committee will then prepare the list of assesseees in order of merit. In case two person receive the same merit order, the seniority will be based on the age.

5.3.8 The list will be placed before the competent authority for approval. The competent authority will also be told of the candidates whose results are yet to be finalised for whatever reason, including non-receipt of all the referees & reports.

5.4 Notes

5.4.1 Only non-quantified portion of APAR to be placed before assessment committees at the time of interview.

5.5 Suggested time schedule

5.5.1 Group I and II

5.5.1.1 Assessment preferably be completed by 30th September of the year.

5.5.1.2 List of eligible employees for assessment to be finalised by 31st March of the year.

5.5.1.3 All ACRs/APARs and Work Reports to be got completed by 15th May of the year.

5.5.2 Group III & IV

5.5.2.1 Assessments may preferably be completed by 30th September of the year.

5.5.2.2 List of eligible employees for assessment to be finalised by 31st March of the year.

5.5.2.3 Process to invite names of referees, wherever applicable, for assessment and Work Reports (WR) and Self Assessment Reports (SAR) from eligible candidates to be completed by 30th April and simultaneous action taken to constitute assessment committees and finalise referees.

5.5.2.4 All APARs/Work Reports to be got completed by 15th May of the year.

5.5.2.5 Work Reports for Assessments to be sent to referees by 31st May (Referees to be requested to give their reports in a month).

5.5.2.6 Referees may be requested to give their markings on the 7-point scale in sealed cover which will be placed as such before the Assessment Committees. Sealed covers will be opened by the Assessment Committees only after the interview is over.

5.5.2.7 Process of constitution of Assessment Committees to be completed by 1st June and meetings of the Assessment Committees convened by the end of August or early September.

6. GENERAL INSTRUCTIONS

6.1 The scheme shall come into force from 1.4.1992.

6.2 No advance increments are permissible on assessment. Pay will be fixed as per normal rules.

6.3 Assessment to a higher grade does not necessarily imply extra facilities in the form of an office space, telephone, stenographic assistance, furniture, etc. which will continue to depend upon functional needs.

6.4 Assessment is distinct from promotion under the DPC system and does not necessarily result in change of work pattern or higher supervisory status or power though it does lead to an expectation of better scientific and technical performance.

6.5 Service rendered in the following situations, if any, will be computed for determining the eligibility for assessment.

6.5.1 Periods of leave including extraordinary leave to the extent it counts for earning increments and the period spent on deputation/foreign service as per FR 26 (b) and Rules 21 of CCS (Pension) Rules.

6.5.2 Extraordinary leave granted for a full-time assignment within or outside the country subject to following conditions :

(1) The assignment should not be of more than two years duration at a time and

(ii) They shall pay pension contribution to the Institute as payable under the

provision of Fundamental Rules by Government Employees sent on deputation or foreign service. In case of those who are governed by the Contributory Provident Fund rules, they should themselves contribute the employer's share of contribution.

6.5.3 For foreign assignments/foreign deputation, study leave, EOL which has not resulted in break in service, where no APARs are available average of percentage or marks as obtained for interview/refereeing combined for Group IV and interview (including trade test) for other Groups will be applicable for ACRs/APARs.

6.5.4 It shall be the primary responsibility of the Registrar to ensure that the guidelines on the scheme are strictly followed. For this purpose, he will be intimately associated at every stage in implementation of the scheme including constitution of Committees.

7. OPERATIONAL CHARTS

TABLE 1: GROUP I - RECRUITMENT & ASSESSMENT SCHEME

Group & Grade	Scale of Pay	Designation	Minimum Qualifications for direct recruitment and age	No. of years of service needed for the assessment	Minimum percentage of Threshold marks
1	2	3	4	5	6
I (1)	Rs. 800-15-1010-EB-1150 (Revised Rs. 2650-50-4000)	Field-cum-Lab. Attendant	Matriculate. Age not exceeding 25 years.	7,8,9,11 & after remaining for one year at the maximum of the scale.	60%
I (2)	Rs. 825-15-900-EB-20-1200 (Revised Rs. 2750-70-3800-75-4400)	Field-cum-Lab. Attendant	-	- do -	60%
I (3)	Rs. 950-20-1150-EB-1400 (Revised Rs. 3050-75-3950-80-4590)	Field-cum-Lab. Attendant	-	- do -	70%
I (4)	Rs. 1200-30-1560-EB-40-2040 (Revised Rs. 4000-100-6000)	Field-cum-Lab. Attendant	-	7, 8, 9, 11 & after remaining for one year at the maximum of the scale.	

TABLE II : GROUP II - RECRUITMENT & ASSESSMENT SCHEME

Group & Grade	Scale of Pay	Designation	Minimum Qualifications for direct recruitment and age	No. of years of service needed for the assessment	Minimum percentage of Threshold marks
1	2	3	4	5	6
II (1)	Rs.950-20-1150-EB-25-1400 (Revised Rs. 3050-75-3950-80-4590)	Section Cutter Electrician-cum- Pump Operator	Matriculation with 2 years experience.	7, 8, 9, 11 & after remaining for one year at the maximum of the scale.	60%
II (2)	Rs.1200-30-1560-EB-40-2040 (Revised Rs. 4000-100-6000)	Draftsman Section Cutter Electrician-cum-Pump Operator	Age not exceeding 28 years. Matriculation + I.T.I. Trade Certificate.	- do -	65%
II (3)	Rs.1350-30-1440-1800-EB-50-2200 (Revised Rs. 4500-125-7000)	Photographer Lab.Assistant Draftsman Section Cutter Electrician-cum-Pump Operator	Matriculation + I.T.I. Trade Certificate	- do -	70%
1	2	3	4	5	6
II (4)	Rs.1400-40-1800-EB-50-2300 (Revised Rs. 4500-125-7000)	Photographer Lab. Assistant Draftsman Electrician-cum-Pump Operator	-	- do -	75%
II (5)	Rs.1640-60-2600-EB-75-2900 (Revised Rs. 5500-175-9000)	Sr. Photographer Sr. Lab Assistant Sr. Draftsman Sr. Section Cutter Sr. Electrician-cum-Pump Operator	-	-	

Contd...

NOTE : Entry level for the post of Draftsman at Group II (2) and Photographer at Group II (3)

TABLE III : GROUP III - RECRUITMENT & ASSESSMENT SCHEME

Group & Grade	Scale of Pay	Designation	Minimum Qualifications for direct recruitment and age	No. of years of service needed for the assessment	Minimum percentage of Threshold marks
I	2	3	4	5	6
III (1)	Rs. 1400-40-1800-EB-2300 (Revised Rs. 4500-175-7000)	Technical Assistant Artist-cum-Modeller, Jr. Engineer	B.Sc./B.Lib. Science Or Diploma in Engg./Tech. of minimum 3 years duration (or equivalent) Age not exceeding 28 years.	5, 6, 7, 9 & after remaining for one year at the maximum of the scale.	60%
III (2)	Rs.1640-60-2600-EB-75-2900 (Revised Rs. 5500-175-9000)	Sr. Tech. Asstt. Artist-cum-Modeller Jr. Engineer	M.Sc./B.E./B.Tech. or equivalent. Or Diploma in Engg./Tech. of minimum 3 years duration or equivalent with 3 years relevant experience. Age not exceeding 30 years.	6,7,8,10 & after remaining for one year at the maximum of the scale.	65%
I	2	3	4	5	6
III (3)	Rs.2000-60-2300-EB-75-3500 (Revised Rs. 6500-200-10500)	Librarian Asstt. Publ. & Doc. Officer Jr. Engineer Artist-cum-Modeller	M.Sc. with B.Lib. Science/ B.Sc. with M.Lib./B.E./ B.Tech. with 4 years relevant experience. Age not exceeding 32 years. M.Sc./B.E./B.Tech. or equivalent with 7 years relevant experience. Age not exceeding 35 years.	5,6,7,9 & after remaining for one year at the maximum of the scale.	70%
III (4)	Rs.2200-75-2800-EB-100-4000 (Revised Rs. 8000-275-13500)	Librarian Publ. & Doc. Officer Technical Officer Asstt. Engineer Artist-cum-Modeller		- do -	75%
III (5)	Rs.3000-100-3500-125-4500 (Revised Rs. 10000-325-15200)	Sr. Librarian Sr. Publ. & Doc. Officer Sr. Technical Officer Asstt. Executive Engg. Sr. Artist-cum-Modeller			

Contd...

TABLE IV : GROUP IV - RECRUITMENT & ASSESSMENT SCHEME

Group & Grade	Scale of Pay	Designation	Minimum Qualifications for direct recruitment and age	No. of years of service needed for the assessment	Minimum percentage of Threshold marks
				4	
				5	
IV (1)	Rs.2200-75-2800-EB-100-4000 (Revised Rs. 8000-275-13500)	Scientist 'B'	1st class M.Sc. in relevant discipline with 3 years relevant research experience. or Ph.D. in relevant discipline. Age not exceeding 35 years.	5,6,7,9 & after remaining for one year at the maximum of the scale.	60%
IV (2)	Rs.3000-100-3500-125-4500 (Revised Rs. 10000-325-15200)	Scientist 'C'	Ph.D. in relevant discipline plus 4 years post doctoral research experience.	5,6,7,9 & after remaining for one year at the maximum of the scale.	60%
IV (3)	Rs.3700-125-4700-150-5000 (Revised Rs. 12000-375-16500)	Scientist 'E-I'	Ph.D.in relevant discipline plus 8 years post doctoral research experience with adequate evidence of original work and leadership Age not exceeding 45 years.	5,6,8 & after remaining for one year at the maximum of the scale	70%

Contd...

1	2	3	4	5	6
IV (4)	Rs.4500-150-5700 (Revised Rs. 14300-400-18300)	Scientist 'E-II'	Ph.D. in relevant discipline with 10 years post doctoral research experience with adequate evidence of original work and leadership. Age not exceeding 50 years.	5,6,7 & after remaining for one year at the maximum of the scale.	75%
IV (5)	Rs.5100-150-5700-200-6300 (Revised Rs. 16400-450-20900)	Scientist 'F'	Ph.D. in relevant discipline with 15 years post doctoral research experience with adequate evidence of original work and leadership.		

(37)

WADIA INSTITUTE OF HIMALAYAN GEOLOGY
33 GENERAL MAHADEO SINGH ROAD
DEHRA DUN 248 001

PROFORMA FOR ASSESSMENT PROMOTION
SCHEME
(GROUP III & IV)

Work Report for the period _____ to _____

PART : A - BIODATA

1. Name :
2. Date of birth :
3. Whether belongs to SC/ST :
4. Grade held & from which date :
5. Academic background :

Degree in reverse Class/Grade University Year Scholarships
order upto
Degree level only

6. Please give title/brief description of the Research Project/s on which actively worked during period under report showing separately your role therein.

Title of Project	Your role of project Co ordinator/Leader or Member of Project team	Commencement of project	Anticipated Conclusion

7. Current Membership of Professional Bodies, Technical Committees, Societies, Academies with date from which he became member :
8. Honours, Awards, with dates etc.
9. Conferences, Seminars attended during the period within or outside the country. Please attach copies of papers presented, if any, and/or state your contribution to the event :
10. Deputation/Assignment during the period. Specialization if any, may also be indicated.
11. Details of field work done.

PART : B

Main achievements during the period _____ to _____.

1. Outstanding R & D achievements during the period (Please give a summary in about 500 words) :
2. Give list of publications made during the Assessment period mentioning author/s, Journal, Volume, Pages and Year. Papers accepted for publication must be supported by letter of acceptance from editor/publisher. Attach 5 best papers published during the period of assessment.
3. Any other significant contribution e.g. fabrication/design of equipment, analytical service, consultancy service.
4. Any other remark you may wish to add in about 100 words :

Signature/Counter-Signatures :

1. Head of Group/Project/Section
2. Director

NOTE : Referee is requested to kindly go through the scientific and technical achievements of the candidate and mark his assessment on the seven point scale enclosed and return it in a sealed cover addressed to the Registrar.

WADIA INSTITUTE OF HIMALAYAN GEOLOGY
33, GENERAL MAHADEO SINGH ROAD,
DEHRA DUN - 248 001

PROFORMA FOR ASSESSMENT PROMOTION SCHEME
(GROUP I & II)

Work Report for the period _____ to _____.

PART : A - BIODATA

1. Name :
 2. Date of birth :
 3. Whether belongs to SC/ST :
 4. Grade held & from which date :
 5. Academic background :

- | Degree/Certificate | Class/Grade | University | Year |
|--------------------|-------------|------------|------|
| | | | |
6. Brief statement of experience of Technical Work :
 7. Quantum of work such as number of samples processed, analysed, etc. given yearwise :
 8. Number of days spent in field work; if any, giving yearwise :
 9. Accomplishment in the maintenance of instruments, and maintaining records thereof :
 10. Improvement in qualifications etc. with respect to the assigned technical work
 11. Assistance to organisational work of the Institute/Lab. :
 12. Summary of Technical work :
 13. Any other remark you may wish to add in about 100 words :

Date

Signature of the Candidate

TENURE

6. Probation

6.1. Save as otherwise provided, every person appointed by direct recruitment to a post, whether temporary or permanent, shall be on probation in such post for a period of two years;

Provided that the Appointing Authority may, if he is satisfied in any individual case that the performance of the employee is not satisfactory, extend the period of probation to three years.

6.2. Every employee promoted to a higher grade applicable to the same category of posts as specified in the First Schedule, shall be on probation in such a grade for a period of two years;

Provided that the Appointing Authority may, if he is satisfied in any individual case that the performance of the employee is not satisfactory, extend the period of probation to three years.

6.3. Where a person appointed by direct recruitment to a post or by probation to the higher grade applicable to his category of posts, is found during the period of his probation, unsuitable to continue in that post or grade as the case may be, or has not completed his period of probation satisfactorily, the Appointing Authority may-

6.3.1. in the case of a person promoted to a higher grade revert him to the grade in which he was working immediately before such promotion, and

6.3.2. in the case of a person appointed by direct recruitment to a post, terminate his services under the Institute as per terms of the letter of appointment.

6.4. Every person appointed to a permanent post shall, on satisfactory completing the period of probation, be eligible for substantive appointment to that post.

7. Temporary and Permanent Service

7.1. An employee shall be a temporary employee of the Institute till he is appointed substantively to permanent post under the Institute.

7.2. An employee appointed substantively to any permanent post under the Institute shall be permanent employee of the Institute.

8. Substantive Appointments

8.1 No employee shall be appointed substantively to any post unless -

8.1.1. Such post is permanent and nobody also has been substantively appointed to it ; and

8.1.2. the service of the employee under the Institute is approved by the Appointing Authority.

9. Termination of Service

9.1 The service of a temporary employee may be terminated by the Appointing Authority without assigning reasons -

9.1.1. during the period of probation following first appointment at any time, as per terms of the letter of appointment.

9.1.2. after satisfactory completion of the period of probation at any time, by a notice of one month in writing given by the Appointing

Authority to the employee or on payment of one month's salary in lieu of such notice.

9.2. Without prejudice to the provisions of Regulations 9.1., the service of a temporary employee shall be deemed to have been terminated -

9.2.1. If his appointment is made for a specified period and on the expiry of such period the appointment is not extended for a further period.

9.2.2. If his appointment is made against a temporary post on the expiry of the period for which the post is created.

9.3. The service of a permanent employee may be terminated by a notice of three months or on payment of salary for such period as the notice falls short of three months emoluments, if the post to which he is substantively appointed is abolished.

9.4. An employee who is given notice of termination of service under Regulations 9.3. may be granted during the period of notice such earned leave as may be admissible to him, and where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.

10. Retirement

10.1. An employee shall retire from the service of the Institute -

10.1.1. On his attaining the age of sixty years if he belongs to the Scientific and Technical Services and Group D employees belonging to administrative services as specified in the First Schedule and on attaining the age of 58 years in the case of other services, or

10.1.2. on his being declared medically unfit for

LEAVE

- service by a Medical Board to be designated by the President in this behalf, or
- 10.1.3. on the imposition of the penalty of compulsory retirement.
- 10.2. Notwithstanding anything contained in Regulations 10.1., the Appointing Authority shall, if it is of the opinion that it is in the Institute's interest so to do, have the absolute right to retire any employee by giving him notice of not less than three months in writing, or three months salary in lieu of such notice, after he has attained the age of 55 years.
- 10.3. Any employee may, by giving notice of not less than three months in writing to the Appointing Authority, retire from service after he has attained the age of 50 years ;

Provided that it shall be opened to the Appointing Authority to withhold permission to any employee under suspension who seeks to retire under this Regulation

11. Resignation

- 11.1. A temporary employee may, by notice of one month in writing or one month's salary in lieu of such notice addressed to the Appointing Authority, resign from the service of the Institute.

Whereas, in the case of a permanent employee three months notice or three months salary in lieu of such notice shall be required.

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

12. All matters relating to the grant of various kinds of leave, including leave salary etc., to the employees of the Institute will be governed by the leave rules as applicable to Central Government employees.

CHAPTER - V

LEAVE TRAVEL CONCESSION

13. Employees of the Institute shall be entitled to Leave Travel Concession as applicable to Central Government Employees.

CHAPTER - VI

MEDICAL FACILITIES

14. Employees of the Institute shall be entitled to medical facilities as admissible under the Central Services (Medical Attendance) Rules, 1944, as amended from time to time.

GRANT OF ADVANCE

15. Employees of the Institute shall be entitled to the grant of various kinds of advances as admissible to Central Government employees as per rules made by the Government of India from time to time.

RETIREMENT AND OTHER BENEFITS

16. Employees of the Institute shall be entitled to Pensionary, Death-cum-Retirement Gratuity and General Provident Fund benefits as per the rules applicable to Central Government employees from time to time.
- 16.1 Employees of the Institute, who are at present governed by the Contributory Provident Fund Scheme, shall have the option either to retain the benefits of that Scheme or switch over to the Pensionary and other benefits mentioned in Regulation 22.

CHAPTER - IX
PARTICIPATION IN SEMINARS ETC.

17. **Participation by the Scientific Staff in Seminars / Symposia / Conferences etc.**
- 17.1. **Seminars in India**
- 17.1.1 A Scientist can participate in national/local seminars etc. if :
- 17.1.1.1. he is presenting a paper related to his field of research and specializstion (the manuscript of the paper being submitted in advance to the Director) ; or
- 17.1.1.2. the theme or subject of the Seminar/ Conference is related to his sphere of activity and specific project in hand; or
- 17.1.1.3. he has been invited to preside over a meeting or act as Chairman/Co-Chairman/ Rapporteur/Convenor of Member of the Organising Committee ; or
- 17.1.1.4. an invitation has been extended to him by virtue of his being a member of the Indian National Science Academy, the Indian Science Congress or other national scientific bodies ; or
- 17.1.1.5. he has been nominated by the Director to represent the Institute at such Seminar/ Symposium/Conference.
- 17.2. **International Seminars / Symposia etc.**
- 17.2.1. A Scientist who has put in atleast three years of service in the Institue, can participate in International Seminars, etc., if :
- 17.2.1.1. he has been invited to deliver a lecture, present a key note, special paper on topics, related to his research work or field of specialization (the manuscript of the paper being submitted in advance to the Director); or
- 17.2.1.2. he has been invited to preside over, act as Chairman/Co-Chairman of a meeting or a session ; or
- 17.2.1.3. he has been extended an invitation by virtue of his being a member of the International Geological Congress, International

- Geological Correlation Programme, International Union of geological Sciences, International Geodynamic Committee or such other International Organisations ; or
- 17.2.1.4. he has been nominated by the Director to represent the Institute at such meeting/ seminar.
- 17.2.2. **Priority for Selection**
- 17.2.2.1. The following will be taken into consideration while deciding the priority for participation;
- 17.2.2.1.1. The applicant has not received any finacial assistance/grant for attending a meeting/ conference during the last three yeras :
- 17.2.2.1.2. Partial finacial assistance is given by the Organizing Committee or other bodies ;
- 17.2.2.1.3. Those who may be going for the first may be given preference ;
- 17.2.2.1.4. Preference may be given in the following order if he is invited :
- (i) To deliver a plenary lecture,
- (ii) To deliver a special lecture,
- (iii) For chairing a session
- (iv) For presenting a paper
- 17.2.3. **Procedure for applying for grants for Participation in International Seminars etc.**
- 17.2.3.1. Applications for attending/participating in seminars etc., should be sumbitted to the Director atleast three months prior to the date of the seminar.
- 17.2.3.2. A Committee consisting of the Director, and two senior scientists will process and select candidates for participation in the seminar.
- 17.3. **Obligations on the part of participants**
- 17.3.1. Interaction with as many participant as possible during the conference.
- 17.3.2. Submission of a report on the deliberations etc., to the Director, within a month of return to the Headquarters.
- 17.3.3. To give a lecture highlighting the events of the conference as soon as possible after his return.

TRAVELLING ALLOWANCE

18. Travelling Allowance as applicable to the Central Government employees shall be admissible to the employees of Wadia Institute of Himalayan Geology in the same manner and subject to the same conditions as notified by the Central Government from time to time in respect of Central Government employees.

MISCELLANEOUS

19. **Special provision for existing employees**

Every person holding a post under the Institute at the commencement of these Regulations shall on such commencement, be deemed to have been appointed under the provisions of these Regulations to the corresponding post in the First Schedule, to be specified, wherever necessary, be the Director.

20. **Holidays**

The Institute shall observe such holidays as applicable to Central Government employees.

21. **Residuary Conditions of Service**

Any matter relating to the conditions of service of any employee for which no provision has been made in these Regulations shall be determined by the Governing Body.

DELEGATION OF FINANCIAL POWERS

The budget of the Institute shall be passed by the Finance and Building Committee and the Governing Body of the Institute. All expenditure shall be incurred, subject to availability of budget provision, with the sanction of the Director, or a subordinate authority to whom the power has been delegated. The Director shall have the power to make re-appropriation subject to the following conditions :-

- (1) Re-appropriation of funds upto Rs. 50,000 from one unit of appropriation to another, provided that such re-appropriation shall not have the effect of involving the Institute in further outlay in the following years on the same scheme/proposal and all such re-appropriation shall be reported to the Finance and Building Committee at its next meeting for ex-post-facto approval.
- (2) No re-appropriation shall be made from the head of non-recurring expenditure to recurring expenditure and *vice versa*.
2. All financial powers not specifically delegated to any authority by this delegation shall vest in the Governing Body of the Institute.
3. The delegation of power are as under :-

Sl. No.	Item of Expenditure	Amount	Competent Authority
1.	Purchase of equipment	Costing Rs.10,000 or more Costing less than Rs.10,000/-	Director Dy. Director
2.	Purchase of books, Journals, reprints, microfilms.	Upto Rs. 1,00,000 per annum Upto Rs. 50,000 per annum	Director Dy. Director

Sl. No.	Item of Expenditure	Amount	Competent Authority
3.	Purchase of furniture and fixtures	Costing Rs. 10,000 or more Costing less than Rs. 10,000	Director Dy. Director
4.	Payment of Travelling allowance/Daily allowance to non-officials and employees of the Institute	Full powers	Director
5.	Payment of Travelling allowance/Daily allowance to scientific and auxiliary and technical staff	Full powers	Dy. Director
6.	Payment of Travelling allowance/Daily allowance to Administrative staff	Full powers	Registrar
7.	Payment of honorarium	Upto Rs. 2500/- per annum per person	Director
8.	Payment of advance for the purchase of conveyance	Full powers	Director
9.	Payment of advance for the purchase of bicycles	Full powers	Dy. Director and Registrar
10.	Payment of house building advance	Full powers	Director
11.	Sanctioning of leave travel concession to all the employees of the Institute	Full powers	Director
12.	Sanctioning of leave travel concession to scientific and auxiliary and technical staff	Full powers	Dy. Director
13.	Sanctioning of leave travel concession to administrative staff	Full powers	Registrar
14.	Payment of contributory Provident Fund/General Provident Fund advances	Full powers	Director

Sl. No.	Item of Expenditure	Amount	Competent Authority
15.	Incurring of expenditure on deputation of the employees of the Institute for participation in Seminars/Conferences and training programmes in India	Full powers	Director
16.	Incurring of expenditure on field programmes of scientific and auxiliary and technical staff	Rs. 25,000 and above Upto Rs. 25,000	Director Dy. Director
17.	Incurring of expenditure on publication of journals etc. of the Institute.	Full powers	Director
18.	Incurring of expenditure on official entertainment	Rs. 40,000/- per annum Rs. 2000/- per annum	Director Registrar
19.	Expenditure on legal matters concerning the Institute	Full powers	Director
20.	Purchase of gifts for presentation at official functions	Rs. 1,000/- per annum	Director
21.	Incurring of expenditure on repairs and maintenance of building	Rs. 10,000/- or more Less than Rs. 10,000/-	Director Dy. Director & Registrar
22.	Hiring of building for office use of the Institute	Upto Rs. 25,000/- per annum	Director
23.	Expenditure on staff paid from Contingencies	Upto Rs. 20,000/- per annum	Director
24.	Miscellaneous Expenditure	Rs. 5,000/- per annum	Director
25.	Payment of Fellowships	Full powers	Director and Dy. Director
26.	Incurring of expenditure on printing of annual reports and technical reports of the Institute	Full powers Upto Rs. 10,000/- per annum	Director Dy. Director
27.	Other printing charges	Upto Rs. 10,000/- per annum	Director
28.	Purchase of chemicals, glassware and photographic goods	Full powers Upto Rs. 10,000/- per annum	Director Dy. Director

Sl. No.	Item of Expenditure	Amount	Competent Authority
29.	Repair of scientific equipments	Full powers Upto Rs. 10,000/- per annum	Director Dy. Director
30.	Maintenance of Jeeps including payment of insurance charges	Full powers Upto Rs. 50,000/- per annum	Director Dy. Director
31.	Payment of salary to the officers and staff of the Institute	Full powers	Director/Dpty. Director/Reg.
32.	Sanctioning of advance for medical expenses	Full powers	Director Dy. Director
33.	Sanctioning of Festival Advance	Full powers	Registrar
34.	Purchase of stationery for official use	Full powers Upto Rs. 10,000/- per annum Upto Rs. 20,000/- per annum Full Powers	Director Dy./Director Registrar
35.	Purchase of Liveries for Class III and Class IV Staff	Full Powers	Dy. Director
36.	Expenditure on Advertisement	Full powers	Director
37.	Payment of electricity and water charges, telephone charges, house tax and other taxes payable under the law	Full powers	Director
38.	Expenditure on postage and telegrams	Full powers	Registrar
39.	Commission on Money Orders and Bank Drafts	Full Powers	Registrar
40.	Reimbursement of medical claims to scientific, auxiliary, technical and administrative staff	Full Powers Upto Rs. 600/- (in each case)	Director Registrar
41.	Civil works	Rs. 1,00,000/- (each work)	Director
42.	Write off of Store items	Rs. 20,000/- (each case)	Director
43.	Payment of Custom duty/Ware Housing demurrage charges	Full powers	Director

1. Additions to Regulations of the Institute

Over Time Allowance

Over time allowance as applicable to the Central Government Employees shall be admissible to the employees of the Institute in the same manner and subject to the same conditions as notified from time to time in respect of the employees of the Central Government.

The powers of competent authority as Head of Deptt. will be exercised by the Director which may further be delegated at his discretion to Deputy Director/Registrar.

2. Amendments to Delegation of Financial powers

Sl. No.	Items of Expenditure	Amount	Competent Authority	Remarks
2.	Purchase of books, journals, reprints, microfilms	Full powers	Director	Power is subject to i) availability of funds under budgetary provision, ii) books & journals etc. should have prior approval of Library Advisory Committee.
18.	Incurring of expenditure on official entertainment	Rs. 10,000/- per annum	Director	
23.	Expenditure on staff paid from contingencies.	Rs. 3,600/- * per month	Director	

* except those employees who are in the field.

WADIA INSTITUTE OF HIMALAYAN GEOLOGY

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VISITING SCIENTISTS SCHEME 1996

TERMS & CONDITIONS

(Effective from 1.3.1996)

1. Wadia Institute of Himalayan Geology, Dehra Dun shall invite "Visiting Scientists" from other Institutions of higher learning, R & D Laboratories and Scientific Organisations in India and abroad with a view to promote national and international cooperation in research and training in Earth Sciences disciplines and for bringing new ideas and techniques into the Institute.
2. Only distinguished scientists of recognised eminence in the field of Earth Sciences shall be invited as "Visiting Scientists".
3. The Visiting Scientists shall be invited normally for a period of two to three months which may be extended upto a maximum period of one year.
4. The Visiting Scientists shall be expected to carry out research and train the personnel of the Institute in a clearly defined field of Earth Sciences. Full description of the field of research and training programme to be carried out at the Institute and facilities as regards to staff, laboratory equipment, excursion programme, if any and literature required should be intimated to the Director, Wadia Institute of Himalayan Geology by the Visiting Scientists for the approval of the Chairman, Governing Body of the Institute. However Visiting Scientists may bring their own material for carrying out research at the Institute.
5. The normal invitation to the Visiting Scientists shall be sent by the Director, Wadia Institute of Himalayan Geology after the approval of their programme, honorarium etc. by the Governing Body of the Institute, and necessary clearance

from the Government of Indian in the case of Scientists from foreign countries.

6. If needed, the Visiting Scientists shall train in their line of specialisation, some members of the staff of the Institute especially deputed by the Director, Wadia Institute of Himalayan Geology for this purpose.

7. All research work carried out by the Visiting Scientists shall be in collaboration with the members of the staff of the Institute.

8. The research work done during the visit shall be published in collaboration with the members of the staff of the Institute with suitable acknowledgements.

9. Facilities and suitable funds shall be made available for field work, if any, relating to the research work. The excursion shall be done along with some members of the staff of the Institute especially deputed for this purpose by the Director, Wadia Institute of Himalayan Geology. All materials collected during excursion shall remain the property of the Institute and an excursion report will be submitted to the Director of the Institute on return from the field. The programme of excursion if any, shall be chalked out by the Visiting Scientists in consultation with the Director, Wadia Institute of Himalayan Geology.

10. It will be expected of the Visiting Scientists that they will deliver lectures at the Institute during the period of their stay.

11. At the end of the assignment of the Visiting Scientists, they will submit comprehensive reports to the Director, Wadia Institute of Himalayan Geology on their research and training activities in the Institute.

12. All invitations sent to the Visiting Scientists and the reports of the Visiting Scientists after their assignments shall be reported to the Research Advisory Committee and the Governing Body of the Institute.

13. The Visiting Scientists shall be given following honorarium/allowances/facilities :

a. An honorarium of consolidated amount approved by the Chairman, Governing Body of the Institute on the recommendations of the Director, Wadia Institute of Himalayan Geology, based on the qualifications and experience of the Visiting Scientists in the following slab : Rs. 3000 to Rs. 6000/- p.m.

b.i) Visiting Scientists from within India will be provided TA & DA as per their entitlement from place of their work to Dehra Dun and back.

ii) TA/DA from the international airport/Seaport of landing to the Institute for joining and return to the International airport/Seaport of departure and the completion of the assignment, in the case of a Scientist coming from other organisation abroad.

Visiting Scientists coming from foreign countries should be advised to seek for funding for international fare from other resources. In special circumstances where the WIHG has to provide any funding for international fare, such proposal shall require the approval of the Governing Body.

c. Accomodation at the Guest House of the Institute as far as possible during the tenure of a Visiting Scientist.

14. During the tenure, the Visiting Scientists shall take the prior premission of the Director, Wadia Institute of Himalayan Geology before accepting any assignment besides the Institute's work.

15. Normally not more than four Visiting Scientists shall be visiting the Wadia Institute of Himalayan Geology in one financial year.

16. Any modification/alteration in this Scheme shall require the approval of the Governing Body of the Institute.

Approved by Governing Body vide Item No. 7, dated 31.8.95 and vide D.S.T. Letter No. AI/WIHG/008/96 dated 28.2.96.

CONSULTANCY SERVICES RULES* - 1996

(Effective from 1.3.1996)

Introduction

As per article 3 of the Memorandum of Association whereby the objects for the establishment of the Wadia Institute of Himalayan Geology have been laid down, the sub-clause 3.5 requires the Institute to "Serve as one of the National Reference Centres for the Geology of the Himalaya and to provide high level Consultancy services to institutions, public agencies and industries in the Country".

Keeping the above in mind and also ever increasing demands from various user agencies both public and private, the Wadia Institute of Himalayan Geology within the scope of available laboratory facilities and scientific and technical manpower, shall provide Consultancy services as per the rules laid down in the sequel. These rules are to be referred to as the WIHG Consultancy Rules or Guidelines for Consultancy Services.

*Approved by the Governing Body vide Suppl. Item No. 1 dated 31.8.95 and D.S.T. vide letter M.AI/WHG/008/96 dated 28.2.96.

GUIDELINES FOR CONSULTANCY SERVICES - 1996

1. Definition and Scope

Consultancy services shall comprise scientific, technical and other professional advice/assistance based on available knowledge/expertise/facilities/resources of the Institute. Consultancy is normally not expected to involve generation of intellectual property or substantial experimental work.

While providing consultancy services to prospective clients, it should be ensured by the Director, WIHG that attention is not diverted from approved research projects of the Institute and other activities to consultancy services only. A proper balance of manpower and other resources to be deployed to Institute's research projects, and consultancy services should be decided by the Director, WIHG.

2. Approvals

<i>Competent Authority</i>	<i>Project</i>
(a) Director, WIHG	Upto Rs. 10.00 lacs and not involving the Director as one of the members of the Team/ Group of Consultants.
(b) Chairman, Governing Body, WIHG	(a) Above Rs. 10.00 lacs. (b) Involving the Director or Director level scientist as the sole Consultant.
(c) GB, WIHG/D.S.T.	(c) Project proposals involving foreign clients.

3. Authorised Signatory to Contracts

The Registrar, WIHG will be the authorised signatory to all contracts of the Institute and the Director shall be the counter-signing authority.

4. Financial Aspects

A) Costing of Consultancy Projects

The charges for consultancy shall include :

- (i) Expenses

- a) Cost of physical inputs/services/utilities/ consumable raw materials/components (if any) with 25% overheads.
- b) Equipment usage cost
- c) External payments envisaged e.g. to outside scientists, for obtaining data, hiring of infrastructural facilities etc.
- d) TA/DA
- e) Contingencies

Total expenses = sum of {i(a) to i(e)}

(ii) Intellectual fee

To be decided by the authority competent to approve the project/proposal.

Project Charges = Total expenses + Intellectual fee
i.e. {(i) + (ii)}

4.a. Explanation of Intellectual Fee

This should be commensurate with the quality of inputs provided and the likely benefits to accrue to the client as a result of the consultancy. There are a variety of ways of estimating the intellectual fees in terms of project parameters e.g. as a percentage of project expenses, manpower costs etc. While there is no ceiling on the upper limit of the intellectual fee to be charged, it should in no case be less than the estimated manpower charges, except in cases of consultancy offered against open tenders, where the intellectual fee could be decided by the competent authority keeping in view the potential competition.

Voluntary/cooperative agencies and cottage/village scale units, in deserving cases, could be considered for concessions in intellectual fee. The projects envisaging the said concession should be costed normally and the extent of concession in the intellectual fee may be decided by the authority, competent to approve the project. However reasons justifying the concession should be specifically indicated in the project proposal, put up for approval.

5. Terms of Payment

The Institute shall endeavour to obtain an advance on or before signing the agreement a maximum percentage of project charges, which in no case should be less than 50%. The balance amount of payment could be in instalments to

be negotiated with the client having regard to the project schedule. The final instalment shall be payable before the submission of the project report.

6. General Aspects

- 6.1 Every care should be taken to avoid any legal complication involving the Institute as a result of the Consultancy service/Contract project/Contract training.
- 6.2 In case of Consultancy service rendered to Government Departments/Agencies, Public Sector Undertakings, Universities and other institutions of higher learning, the terms and conditions may be settled through exchange of letters. In such cases, formal agreement on non-judicial paper may not be necessary.
- 6.3 The Institute may be called upon to carry out investigational jobs by Government Agencies, Courts of Law, Statutory Authorities etc. These jobs may need to be undertaken on an urgent basis and in such cases other terms and conditions may be relaxed by the competent authority.
- 6.4 In case of consultancy provided to another sister organisation on mutual science support basis, such services may not be charged. The terms and conditions for providing such services will be discussed by the Director, WIHG with the sister organisation and suitable acknowledgements will be made by the Institute and the sister organisation.
- 6.5 The Institute should as much as possible ensure a fair distribution of consultancy work among the eligible staff at all levels and see that it is not confined to specific individuals/groups/levels of staff.
- 6.6 The total number of days devoted by an individual to consultancy work should not normally exceed fifty man-days in a financial year.
- 6.7 A copy of the project report for all consultancy jobs undertaken will be retained for record purposes with the Technical Cell of WIHG.
- 6.8 The Director's Report which is presented to every meeting of the Governing Body of the Institute will incorporate in brief the activities of the

Institute in providing consultancy services/
contract project/contract training.

- 6.9 A list of consultancy services available at the Institute and their Indian/Foreign charges based on the present total expenses and other overheads are given in Appendix-I of these guidelines. The list of services available are subject to modifications/amendments depending upon the research activities of the Institute and the facilities available. The Indian/Foreign charges may be revised from time to time depending on the rise in the cost of inputs and other overheads etc. Such modifications/amendments are to be approved by the Chairman. WIHG on behalf of the Governing Body of the Institute, on the recommendations of the Director, WIHG.
- 6.10 In the case of contract project, the client will be consulted prior to publishing any research work arising from the contract project. The publications will duly acknowledge the inputs of the client. The ownership of any other intellectual property generated from the contract project will be as may be agreed by the Director, WIHG and the client.
- 6.11 The honorarium will be payable only when project/assignment has been satisfactorily completed and all the payment due from the client has been received.

7. Honorarium For Consultancy

- 7.1 The intellectual fee charged in a consultancy project shall be partially distributed as honorarium payable only to the staff providing inputs to the specific consultancy assignment and not *generally per se*. The component of intellectual fee payable as honorarium in the charges of services available at the Institute as given in Appendix-II of these guidelines is 50% of the total charges indicated against each service. This component may be modified/amended from time to time depending upon the rise in the cost of intellectual fee etc. Such modifications/amendments are to be approved by the Chairman, WIHG on behalf of the Governing Body of the Institute, on the recommendations of the Director, WIHG.
- 7.2 Pattern of distribution of honorarium out of the

intellectual fee will be :-

Team of scientists	-	30%
Technical staff	-	10%
Supporting staff	-	10%

In case there is no staff under other S& T or supporting staff categories associated with a consultancy project, the share of honorarium earmarked for such categories shall then lapse to the team of consultant scientists.

- 7.3 The "Team of Scientists" shall comprise only such scientific staff members who provide intellectual inputs to the specific consultancy as approved by the Director, WIHG. On the completion of consultancy the Director, WIHG in consultation with the team of scientists, will decide the share of honorarium payable to each member of the team of scientists, commensurate with the inputs of each individual member.
- 7.4 "Technical staff" shall generally include the technical staff members who provide all technical assistance for carrying out the consultancy work, as recommended by the Head of the consultancy services and approved by the Director, WIHG. On completion of a consultancy project/job, the Director, WIHG in consultation with the team of scientists and the Head of the Consultancy services will decide the share of honorarium payable to each member of the team of technical staff, commensurate with the inputs of each individual member.
- 7.5 "The Supporting staff" shall comprise those persons who assist with other general/contingent inputs for the specific consultancy work as recommended by the Registrar, WIHG and approved by the Director, WIHG. On the completion of the consultancy project the Director, WIHG in consultation with the Registrar, WIHG and Head of the Consultancy services will decide the share of honorarium payable to each member of the team of supporting staff, commensurate with the inputs of each individual member.
- 7.6 The names of the 'Staff members' (scientists, technical and supporting staff) to be associated

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Tentative schedule of charges for various Consultancy Services

with the 'Consultancy project' indicated under each category should be included in the project proposal put up to the Competent Authority for seeking approval to the project. Any subsequent changes should be done only with prior approval of the Director.

7.7 A consultancy will be deemed as completed only when the obligations envisaged in the assignment have been fulfilled and all the payments due from the client has been received.

7.8 Any dispute/objection/representation to the distribution of honorarium will be discussed in a Committee set-up by the Director, WIHG for the purpose. The recommendations of the Committee could then be placed for consideration/decision of the Director, WIHG. The decision of the Director, WIHG will be final and shall be intimated to all the concerned staff.

In case the Director WIHG is a member of the Consultancy Team, the matter shall be referred to the Chairman G.B. for his consideration/decision. In such cases the decision of Chairman G.B. will be final and communicated to all the concerned staff.

7.9 A member of the consultancy team shall have the option to forego his/her share of honorarium, which shall then lapse to the WIHG.

7.10 The maximum amount of honorarium from consultancy receivable by an individual in a financial year shall not exceed his/her six months salary (total emoluments). For this purpose, the amount of consultancy fee receivable shall be computed for the projects/services completed during the particular financial year and the amount so receivable shall not be allowed to be carried forward to any other financial year. Any amount exceeding the above limit of an individual's share of honorarium will be credited to the WIHG. All payments of honorarium will be subject to the income-tax as applicable.

A. ANALYTICAL SERVICES

Sl. No.	Instrumentation Services	Charges		
		For Research Scholars doing Ph. D.	For Research Projects	For Private Parties
1.	XRF			
a.	Major Elements	Rs. 100/- per sample	Rs. 200/- per sample	Rs. 800/- per sample
b.	Trace Elements	1. Rs. 100/- per sample (for Gr. A elements)	Rs. 200/- per sample (for Gr. A elements)	Rs. 500/- per sample (for Gr. A elements)
		2. Rs. 100/- per sample (for Gr. B elements)	Rs. 200/- per sample (for Gr. B elements)	Rs. 300/- per sample (for Gr. B elements)
		Gr. A (Ni, Cu, Zn, Ca, Pb, Th, Rb, Sr, Y, Zr, Nb)	Gr. B (Y, Cr, Co, Ni, Cu, Zn)	
2.	XRD	Rs. 75/- per sample	Rs. 150/- per sample	Rs. 300/- per sample
3.	SEM	Rs. 100/- per hour	Rs. 250/- per hour	Rs. 400/- per hour
4.	Wet Chemical Analysis (ICP; AAS, FP)			
a.	Sample Solution Preparation	Rs. 75/- per sample	Rs. 150/- per sample	Rs. 300/- per sample
b.	Major Elements	Rs. 100/- per sample	Rs. 150/- per sample	Rs. 500/- per sample
c.	Trace Elements	Rs. 15/- per sample	Rs. 25/- per sample	Rs. 100/- per sample
d.	REE	Rs. 600/- per sample	Rs. 800/- per sample	Rs. 1500/- per sample
5.	Water analysis	Rs. 100/- per sample (upto 10 elements)	Rs. 200/- per sample (upto 10 elements)	Rs. 500/- per sample (upto 10 elements)
6.	I.R.	Rs. 75/- per sample	Rs. 150/- per sample	Rs. 500/- per sample

B. SAMPLE PREPARATION

1.	Thin Section			
a.	Thin Section	Rs. 50/- per section	Rs. 75/- per section	Rs. 100/- per section
b.	Polished Section	Rs. 50/- per polished section	Rs. 75/- per polished section	Rs. 100/- per Polished section

C. PALAEOMAGNETIC SERVICES

- | | |
|--|---------------------------|
| a. Sample Preparation
coring of sample | Rs. 200/- |
| b. Determination of NRM &
demagnetisation | Rs. 300/- per 2.5 cm core |
| c. Rock magnetic parameters
magnetic susceptibility | Rs. 100/- per core |
| Hysteresis loop analysis | Rs. 100/- per core |

D. PETROLOGICAL SERVICES

- Megascopic and microscopic study of samples of igneous and metamorphic rocks with respect to their mineralogy.
- Fluid inclusion study for economic mineral deposits, hydrocarbon exploration etc.
- Ore-microscopy for economic mineral deposits.
- Interpretation of chemical data and plotting.

E. PALAEOONTOLOGICAL AND PALYNOLOGICAL STUDIES

- Identification of faunal and floral assemblages fixation of age and palaeoecological parameters for deposition of host sediments.
- Interbasin and Intra-basinal correlation of fossiliferous sequences.

F. GEOTECHNICAL SERVICES

The following services can be provided :

- Site selection for bridges, buildings, helipads, runways and housing colonies in the hilly terrain.
- Landslide hazard zonation, hill-side stability and control of other mass movements.
- Alignment of roads, tunnels, hydel channels etc.
- Location of construction materials such as sand, cobbles and other aggregates, building stones, roofing material etc.
- Environmental appraisal reports for developmental projects, mining leases etc.

G. GEOHYDROLOGICAL SURVEYS

- Feasibility surveys for surface and groundwater in the hilly regions e.g. site selections for deep tubewells.
- Preparation of water conservation and management plans for small watersheds in the Himalaya.
- Assessment of erosion processes and sediment field (dissolved and suspended load) in Himalayan catchments.
- Water chemistry and quality testing.
- Mass balance and water budgeting of catchments for planning and development of mountainous terrain.

H. SEISMOLOGY AND SEISMOTECTONIC SERVICES

- Microseismicity surveys for seismic hazards and ground amplification and response spectra.
- Gravity and magnetic surveys for subsurface structure and economic deposits.
- Precision land surveys through satellite.
- Land surveys through EDM.

I. SEDIMENTOLOGICAL STUDIES

- Raw material technology
 - Location of reserves of cement and chemical grade limestone, substone, gypsum etc. for use in cement industry.
 - Location of glass grade sand and other raw material.
- Clay mineralogy
- Grain size analysis.
- Petrology and microfacies of carbonates and their significance in oil industry.
- Estimation of mineral, organic carbon and loss on ignition.

Note : (i) This list is only partial and can be modified/ updated in future depending upon availability of manpower and facilities.

(ii) The rates for provision of services from D-1 shall be as per quantum of work involved.

Appendix-II

MANPOWER CHARGES FOR CONSULTANCY

(As per CSIR Guidelines)

Manpower charges for Consultancy Services shall be in three categories as follows :

Category	Per day/ rates	Per annum rates
i. Senior Scientists (Personnel of the level of Scientists E-II and above)	Rs. 1300/-	Rs. 2.6 lakh
ii. Scientists (Personnel of the level of Scientists B and upto E-I)	Rs. 900/-	Rs. 1.8 lakh
iii. S&T Assistants (Personnel below the level of Scientist B including Research Fellows)	Rs. 500/-	Rs. 1 lakh

These charges can however be revised/modified from time to time subject to changes/amendments approved by the Chairman, Governing Body of the Institute on the recommendations of the Director, WIHG.