

BYE-LAWS

**NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT
(NERIWALM)**

NERIWALM



**A Society under the Ministry of Water Resources, River Development & Ganga
Rejuvenation, Govt. of India.
(Registered under the Society Registration Act, 1860)**

Dolabari, P.O. Kaliabhomora-784027, Tezpur, Assam

**NORTH EASTERN REGIONAL INSTITUTE OF
WATER AND LAND MANAGEMENT
(A GOVERNMENT OF INDIA SOCIETY)**

BYE - LAWS

GENERAL:

- (1) These Bye-laws may be called the Bye-laws of the North Eastern Regional Institute of Water and Land Management (NERIWALM).
- (2) These Bye-laws should be read in conjunction with the Memorandum of Association and the Rules and Regulations of the North Eastern Regional Institute of Water and Land Management and definitions therein are applicable here also.

PREPARATION AND APPROVAL OF BUDGET ESTIMATES:

- (3) The Budget Estimates shall be prepared in two parts :-

PART - I: Relating to income and expenditure and revenue accounts including a detailed personnel budget.

PART - II: Relating to capital works and other items of capital nature.
- (4) Director shall prepare and place before the Executive Council not later than first week of September every year, the Budget Estimates for the ensuing financial year for approval. Performance Budget should also be attached to it. The Budget Estimates and Performance Budget as approved by the Executive Council shall thereafter be submitted to the Government of India not later than 30th September every year.
- (5) No expenditure shall be incurred on any scheme/ Project unless necessary budget provision exists for the same. Should it be proposed during the course of the financial year to finance any scheme approved by the Executive Council which was not included in the estimates for that year, the sanction of the Executive Council shall be obtained to the method proposed for financing it whether that be by means of an additional grant from the Government or by re-appropriation from within the approved budget.
- (6) Sanction of the Executive Council shall be obtained for any excess over the budget.
- (7) The format of the Budget shall be approved by the Executive Council.

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REAPPROPRIATION:

- (8) The Director shall have power to re-appropriate funds from one unit of appropriation to another unit subject to the following:-
- (i) Re-appropriation to augment the provision under the head "Salaries, Allowances etc.," shall require the prior approval of the Executive Council.
 - (ii) No re-appropriation shall be made from the heads of capital expenditure to the heads of revenue expenditure and vice-versa.
 - (iii) Re-appropriation within the heads of Capital /Revenue Expenditure to cover expenditure on a new project not included in the Budget shall require the prior approval of the Chairman, Technical Advisory Committee and the Chairman, of the Executive Council.

EXPENDITURE SANCTION:

- (9) No expenditure from the funds of the Society shall be incurred without the sanction of competent authority as prescribed in Bye-laws.

PERMANENT ADVANCE

- (10) A permanent advance of a sum to be fixed from time to time by the Director may be kept by the Accounts Officer.

CONTRACTS

- (11) Forms of contract shall be approved by the Director after obtaining appropriate legal advice.

INVESTMENTS

- (12) Consistent with the provision of the Rule 55 of the Rules and Regulations of the Society, the funds of the Society may be invested only in such manner as may be prescribed by the Executive Council.
- (13) All investments of the funds of the Society shall be made in the name of the Society. All purchases, sales or alterations of such investments shall be affected by the Director with the approval of the chairman of the Executive Council. All securities will remain in the personal custody of the Accounts Officer.
- (14) The Director or any other person as may be authorized by the Director on his behalf shall maintain a Register of securities held by the

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Society in which any transaction affecting the securities shall be recorded. The securities will be verified once in six months with the Register of the Securities maintained and a certificate of verification will be recorded in the Register by another officer designated by the Director.

RECEIPTS AND PAYMENTS:

(15) RECEIPTS :

All money received for or on behalf of the Society shall be placed in a current account or Savings Bank Account or Fixed Deposit Account in the name of the Society with the any scheduled Bank or its subsidiaries as may be directed by the Executive Council or the Director or any other person authorized by the Executive Council and receipts for the same shall be issued.

(16) PAYMENTS:

Payments made by and on behalf of the Society exceeding Rs.500/- (Five Hundred only) shall be made by "Crossed" or "Account Payee Cheque" or through RTGS/ NEFT. All cheques involving payments up to Rs.5000/- (Rupees Five thousand only) shall be signed by either of the following officers; however, cheques involving payments in excess of Rs.5000/- (Rupees Five thousand only) shall be signed by both officers:-

- i) Accounts Officer
- ii) Administrative Officer

In the absence of one or both of the above officers, the cheques shall be signed by the officer(s) nominated by the Director for the purpose.

(17) All cheque books will be kept in the personal custody of the Accounts Officer of the Society or in his absence any other officer of the society as may be nominated by the Director.

(18) All claims of pay, allowances including travelling allowance, contingent expenditure etc., will be presented in the form of bills. All bills will be checked and passed for payment by the Accounts Officer of the Society and, in his absence, by an Officer nominated for this purpose by the Director. Notwithstanding the provisions of Bye-laws, 16 above, these payments may be made by means of Demand Draft /Cheque /Cash, as the case may be.

ACCOUNTS:

(19) The accounts of the Society shall be maintained in such form and Annual Statement of Accounts compiled in such form as may be prescribed by the Executive Council.


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- (20) The Society shall have the full time services of Accounts Officer who shall, consistent with the duties devolving on him under Rule 57 of the Rules and Regulations of the Society :-
- i) assist the Director in the preparation of annual budget and balance sheet of the Society ;
 - ii) assist the Director in the correct maintenance of accounts as prescribed by this Executive Council ;
 - iii) assist the Director in evolving suitable procedures for procurement of goods and services ;
 - iv) assist the Director in ensuring the correctness and propriety of all the expenses incurred by the Society;
 - v) assist the Director in such areas as cash management, cost control, tariff setting, collection of receipts and also in the observance of the correct financial and accounts procedures.
- (21) The Accounts Officer shall pre-check all payments made from the funds of the Society and maintain the relevant registers.

ANNUAL ACCOUNTS AND RESULT OF AUDIT:

- (22) The accounts of the Society shall be subject to annual audit by a Chartered Accountant appointed from the panel of names of CAs obtained from CAG. The remuneration payable to the Auditors shall be fixed by the Director, NERIWALM with the approval of Corpus fund Board under information to the Executive Council.
- (23) The accounts of the society may also be audited by the Internal Audit wing of the Ministry of Water Resources, River Development & Ganga Rejuvenation as and when considered necessary by the Chairman of the Executive Council.
- (24) All sanctions and orders of delegation of power by competent authorities under the Rules and Regulations or these Bye-laws affecting the accounts of the society shall be in writing and shall be made available to the auditors.
- (25) The accounts of the Society as certified by the Auditors and along with their comments, if any shall be placed before Executive Council, Governing Body and forwarded annually to Government of India.

POSTS AND APPOINTMENTS:

- (26) (a) All appointments of Group "A" posts shall be made by the Government of India or the Executive Council as the case may be.
- (b) The Director shall be the appointing authority for Group "B" & Group "C".

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- (27) While filling up of posts, due reservation shall be given to Scheduled Castes, Scheduled Tribes, Other Backward Castes and any other category as per instructions issued by Govt. of India from time to time.
- (28) In times of exigencies the Director, may, with the approval of the Chairman, Executive Council engage Professors, Associate Professors on contract or on deputation for a period not exceeding one year in respect of research projects, the full cost of which are payable by the sponsors. Such appointments will be reported to the Executive Council at the early possible opportunity. Appointments on contract for more than one year shall require prior approval of the Executive council.


SERVICE CONDITIONS:

- (29) The rules and orders applicable to the Central Government Employees shall apply mutatis mutandis to the employees of the Society subject to such modifications as may be made by the Executive Council from time to time, provided that the powers of the Government, Ministries, and Departments of Government of India will vest in the Executive Council and those of Head of Department will be exercised by the Director. In case of any doubt in the application of any rules, the matter will be referred to the Executive Council whose decision will be final. In emergent cases, the Chairman may exercise the powers of the Executive Council, and, if financial implications are involved the powers shall be exercised by Chairman and the Executive Council would be informed of the action taken by him for its ratification.

HONORARY FELLOWS :

- (30) Honorary fellowships may be conferred by the Executive Council on eminent scholars in recognition of their distinguished contribution of knowledge of subjects in which the Society is interested or on persons who have rendered eminent service to Society or on persons who have made a noteworthy and lasting contribution to the cause of research. Honorary fellows may enjoy such privileges as may be decided by the Executive Council from time to time.
- (31) Employees of the Society may be deputed by the Director to attend conferences, symposium and congress and for specialized training work of the Society in India, subject to guidelines to be laid down by the Executive council regarding such deputation.
- (32) The Director may invite Professors or Scientists in India actively engaged in research in the field of interest to deliver lectures and participate in the activities of the society. The general terms and conditions applicable in these cases shall be as laid down by the Executive council.

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- (33) Guidelines for tariff for consultation and other services to be rendered by the Society shall be approved by the Executive Council on the recommendations of the Technical Advisory Committee.
- (34) The Director shall exercise all the powers of the Head of the Department. He shall also exercise such of those administrative, financial powers as Executive Council which it may consider necessary and proper.
- (35) In all matters connected with the execution of the works of the Society, the Director shall have powers similar to the powers of the Chief Engineer in Central P.W.D.
- (36) The Director with the approval of the Executive Council may delegate financial or administrative powers vested in him to staff of the society.

ALTERATION OF BYE-LAWS:

- (37) These Bye-laws can be altered by the Executive Council with the prior approval of the Government of India.


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WORKING RULES OF NERIWALM

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WORKING RULE NO.1

**CLASSIFICATION / RECRUITMENT AND
PROMOTION RULES 2017**

**NORTH EASTERN REGIONAL INSTITUTE OF
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(A GOVERNMENT OF INDIA SOCIETY)**

WORKING RULE NO.1

(Classification /Recruitment /and Promotion Amendment Rules 2017)

1. SHORT TITLE:

- i) These Rules may be called the NERIWALM Classification /Recruitment /and Promotion Amendment Rules - 2017.
- ii) They shall come into force with effect from _____.

2. CLASSIFICATION OF POSTS:

The various posts in the society shall be classified as Group "A", Group "B", Group "C" posts as given in Appendix - I.

3. APPOINTING AUTHORITIES :

Appointments to the respective posts shall be made by authorities specified in Bye-laws.

4. METHOD OF RECRUITMENT :

Recruitment to a post under the Society may be made as stipulated in Recruitment Rules of NERIWALM.

- i. By Direct Recruitment;
- ii. By Promotion;
- iii. By Promotion failing which by Deputation;
- iv. By Promotion/Deputation;
- v. By Promotion failing which by Deputation including Short-Term Contract failing both by Direct Recruitment.

5. QUALIFICATIONS AND SELECT LISTS :

- (a) The qualifications and experience for the various posts shall be as per the recruitment rules.
- (b) Details of specialization will be indicated in the advertisement depending upon the requirements of each post.
- (c) The Recruitment /Selection committee for a post shall meet at Tezpur or at such other place as its Chairman may decide.

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- (d) When the Executive Council has decided that a post be filled by promotion from among members of the staff, the Recruitment /Selection Committee shall consider the names of members of the staff eligible for the post.
- (e) When the Executive Council has decided that a post be filled by deputation, nominations may be invited from appropriate organizations for consideration of the selection committee.
- (f) The Recruitment /Selection Committee may interview any or all of the candidates as it thinks fit and shall make its recommendations to the Executive Council /Director, the names of the selected candidates being arranged in order of merit.
- (g) In exceptional cases qualifications may be relaxed by the selection committee in case of candidates of exceptional merit and place before Executive Council for its approval.

6. RECRUITMENT COMMITTEES :


The Recruitment /Selection Committees shall be as provided in the Appendix - II (Recruitment Rules).

7. AGE RELAXATION :

The prescribed upper age limit maybe relaxed in case of candidates belonging to OBC/SC /ST community, retrenched employees of Defence Service and physically handicapped persons, as per rules of the Government of India.

8. GENERAL CONDITIONS OF SERVICE :

- i) The number of posts in each category shall be as sanctioned by the Executive Council from time to time.
- ii) The period of probation may be extended or curtailed at the discretion of the Appointing Authority.
- iii) Officers recruited direct, deputed or promoted to any grade/posts shall be required to undergo such training as may be prescribed from time to time.
- iv) Officers holding posts under the Society (NERIWALM) shall be liable to serve at any place in India to which they may be posted.
- v) No Person -
a) who has entered into or contracted a marriage with a person having a spouse living or


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- b) who having a spouse living, has entered into contracted a marriage with any person, shall be eligible for appointment to service under the Society.

PROVIDED that the competent authority may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party of the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

vi) TERMINATION OF SERVICE:

- a) The services of a temporary employee of the Society shall be liable to termination at any time by a notice in writing given either by the employee to the appointing authority or by the appointing authority to the employee;
- b) The period of such notice shall be one month provided that the service of any such Society employee may be terminated forthwith and on such termination the Society employee shall be entitled to claim a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services or as the case may be for the period by which such notice falls short of one month;
- c) The services of an employee, who is on probation may be terminated at any time without notice and without assigning any reason therefore;
- d) The service of any employee against whom an enquiry or disciplinary proceedings is pending or contemplated, may not however be terminated by virtue of this rule unless otherwise decided by the appointing authority.
- vii) The Appointing Authority may accept a shorter period of notice from a member of the staff in special circumstances.
- viii) All employees of the Society shall be required to take an oath of allegiance to the constitution of India in the prescribed form.
- ix) A candidate for a post in the Society must be either
- a) A citizen of India (OR)
- b) A citizen of Nepal (OR)
- c) A subject of Bhutan (OR)
- d) A Tibetan Refugee who came over to India before 1st January, 1962 with the Intention of permanently settling in India.
(OR)

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- e) A person of India origin who has migrated from Pakistan, Bangladesh, Burma, Sri Lanka, the East African Countries of Kenya, Uganda and United Republic of Tanzania or from Zambia, Malawi, Zaire and Ethiopia and Vietnam with the intention of permanently settling in India provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued to him by Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.
- x) A candidate appointed to a post in the Society shall be required to undergo medical examination and should produce at the time of first entry into the service, a physical fitness certificate from the appropriate medical authorities as specified below :-

MALE CANDIDATES

FEMALE CANDIDATES

GROUP "A"

A Medical Board duly constituted by the State Health Department.

A Medical Board duly constituted by State Health Department having a woman doctor possessing Medical Qualifications as per Indian Medical Council Act, 1956 as one of its members.

GROUP "B & C"

Civil Surgeon /District Medical Officer/Presidency Surgeon.

A Registered female Medical Practitioner possessing Medical Qualifications included in the first, second or part II of third Schedule of the Indian Medical Council Act, 1956.

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CLASSIFICATION OF POSTS:

The various posts in the Society shall be classified as Group "A", Group "B", Group "C" as detailed below :-

GROUP "A" POSTS (ADMINISTRATIVE)

1. Director (Level 14)
2. Deputy Director(Admin) (Level 11)

GROUP "A" POSTS (TECHNICAL / SCIENTIFIC)

1. Professor(Water Resource Engineering) (Level 13)
2. Professor(Agriculture) (Level 13)
3. Professor(Social Science) (Level 13)
4. Associate Professor(Water Resource Engineering) (Level 12)
5. Associate Professor(Agriculture) (Level 12)
6. Associate Professor (Social Science) (Level 12)
7. Assistant Professor (Water Resource Engineering) (Level 10)
8. Assistant Professor (Agriculture) (Level 10)
9. Assistant Professor (Social Science) (Level 10)
10. Assistant Professor (Computer) (Level 10)
11. Assistant Director (Civil) (Level 10)

GROUP "B" POSTS (ADMINISTRATIVE)

1. Administrative Officer (Level 9)
2. Superintendent (Level 6)

GROUP "B" POSTS (TECHNICAL / SCIENTIFIC)

1. Assistant Engineer (Civil) (Level 7)
2. Junior Engineer (Civil) (Level 6)
3. Assistant Library and Information Officer (Level 7)
4. Library & Information Assistant (Level 6)
5. Research Associate (Water Resource Engineering) (Level 7)
6. Research Associate (Agriculture) (Level 7)
7. Research Associate (Social Science) (Level 7)

GROUP "B" POSTS (MINISTERIAL)

1. Accounts Officer (Level 9)
2. Accountant (Level 6)
3. Private Secretary to Director (Level 7)
4. Personal Assistant (Level 6)

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GROUP "C" POSTS (TECHNICAL / SCIENTIFIC)

1. Field Assistant (Level 5)
2. Laboratory Assistant (Level 5)
3. Technical Assistant (Level 5)

GROUP "C" POSTS (MINISTERIAL)

1. Draughtsman Grade-II (Level 4)
2. Upper Division Clerk (Level 4)
3. Stenographer (Level 4)
4. Staff Car Driver(Grade I) (Level 5)
5. Staff Car Driver(Grade II) (Level 4)
6. Staff Car Driver(Ordinary Grade) (Level 2)
7. Lower Division Clerk (Level 2)
8. Multi-Tasking-Staff (Level 1)

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**WORKING RULE NO.2
(SERVICE CONDITIONS)**

**NORTH EASTERN REGIONAL INSTITUTE OF
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WORKING RULE NO.2

SERVICE CONDITIONS

(1) Short Title :-

- i) These rules may be called NERIWALM Service Condition Rules 2017.
- ii) They shall come into force on with effect from.

(2) Categories of Service to whom the Rules apply :

- i) These rules apply to the persons appointed to the service of the Society and whose pay is debitable to the funds of the Society;

PROVIDED that these rules shall not apply to:

- a) Persons not in whole time employment ;
- b) Persons paid out of contingencies;
- c) Persons paid otherwise than on monthly basis including those who are paid on piece rate basis.
- d) Persons specifically excluded wholly or in part by the Appointing Authority for the operation of these rules.

(3) The scales of pay applicable to the employees shall be fixed by the Executive Council.

(4) In respect of the following matters, the rules and orders applicable to the Central Government employees from time to time shall apply to the employees of the Society subject to such modifications as may be made by the Executive Council:-

- (a) Medical Fitness
- (b) Leave and Holidays
- (c) Dearness Allowance, House Rent Allowance, Children Education Allowance, Tuition Fee, Washing Allowance, Overtime Allowance, Conveyance Allowance, Honorarium and Fees.
- (d) Travelling Allowance, Daily Allowance and Leave Travel Concession.
- (e) Conduct and Discipline.
- (f) Termination of service and resignation.
- (g) Seniority and confirmation
- (h) Loans and advances to employees.
- (i) New Pension Scheme
- (j) Gratuity
- (k) Medical Aid

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Resources, River Development
& Intervention
of India
2017

(m) Central Government Employees Insurance Scheme, Interim Relief and Ad hoc Bonus which may be sanctioned by the Central Government for its employees from time to time.

(5) In their applicability to the employees of the Society Rule 4 of Working Rule No.2, shall be deemed to be reference to the Executive Council, in all other cases the references would deemed to be the Director / Deputy Director (Admin), as the case may be.

(6) Classification of Posts :

The posts in the Society are divided in the following groups :-

- (a) GROUP - A: A Central Civil post carrying the following Levels :- Level 14 , Level 13A and Level 13, and Level 12, Level 11 and Level 10 in the Pay Matrix of 7th Central Pay Commission.
- (b) GROUP "B": A Central Civil post carrying the following Levels: - Level 9, Level 8, Level 7 and Level 6 in the Pay Matrix of 7th Central Pay Commission.
- (c) GROUP "C" : A Central Civil post carrying the following Levels :- Level 5, Level 4, Level 3, Level 2 and Level 1 in the Pay Matrix of 7th Central Pay Commission.

(7) GENERAL:

Unless specifically provided otherwise in these Rules, the Fundamental Rules and Supplementary Rules as framed by the Government of India and amendments made from time to time shall apply mutatis mutandis.

Whole Time Service:

Unless specifically provided otherwise, the whole time of an employee shall be at the disposal of the Society and he shall serve the Society in such capacity and at such place as he may from time to time, be directed.

Performance of Duties:

Every employee shall perform such duty as may be entrusted to him and shall to the best of his ability carry out the directions of the Director, or of any other persons to whose authority he may be subject according to the rules and bye-laws of the society. During the period of his service, every employee shall observe, obey and abide by the rules of the Society and bye-laws made from time to time by the Executive Council and all standing orders passed by the Director.

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Hours of Attendance:

The total working hours of the Society employee shall be same as prescribed by the Government of India for its employees of different categories from time to time. The actual hours of attendance of the Officer /Staff of the Society shall be fixed by the Director.

FORM: The confidential reports of all employees of the Society shall be prepared for each calendar Year as soon as possible after the 31st December of each year in the forms prescribed by the Society for the employees of the Society.

Superannuation: The normal age of superannuation for all the posts of NERIWALM shall be 60 years.

(8) Reporting Officers and Reviewing Authorities :

The following shall be the Reporting Officers and Reviewing Authorities for different groups of employees of the Society:-

Group of Employees	Reporting Officer	Reviewing Authorities
Director	Chairman, Executive Council	President, Governing Body
Professor (Water Resource Engineering), Professor (Agriculture), Professor (Social Science), Deputy Director(Admin)	Director	Chairman, Executive Council
Associate Professor (Water Resource Engineering)	Professor (Water Resource Engineering)	Director
Associate Professor (Agriculture)	Professor (Agriculture)	Director
Associate Professor (Social Science)	Professor (Social Science)	Director
Assistant Professor (Water Resource Engineering)	Associate Professor (Agriculture)	Professor (Water Resource Engineering)
Assistant Professor (Agriculture)	Associate Professor (Agriculture)	Professor (Agriculture)
Assistant Professor (Social Science)	Associate Professor (Social Science)	Professor (Social Science)
Research Associate (Water Resource Engineering)	Assistant Professor (Water Resource Engineering)	Associate Professor(Water Resource Engineering)
Research Associate (Agriculture)	Assistant Professor (Agriculture)	Associate Professor (Agriculture)
Research Associate (Social Science)	Assistant Professor (Social Science)	Associate Professor (Social Science)

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Superintendent, Assistant Library & Information Officer, Library & Information Assistant, Upper Division Clerk, Lower Division Clerk, Multi-Tasking Staff, Draughtsman Grade-II, Staff Car Driver (Grade-I), Staff Car Driver (Grade-II), Staff Car Driver (Ordinary Grade), Private Secretary to Director, Personal Assistant, Stenographer	Administrative Officer	Deputy (Admin)	Director
Administrative Officer, Accounts Officer, Assistant Director (Civil), Assistant Professor (Computer)	Deputy (Admin)	Director	Director
Accountant	Accounts Officer	Deputy (Admin)	Director
Assistant Engineer (Civil)	Assistant (Civil)	Director	Deputy (Admin)
Junior Engineer (Civil)	Assistant (Civil)	Engineer	Assistant (Civil)
Field Assistant, Technical Assistant, Laboratory Assistant	Assistant (Water Engineering) / Assistant (Agriculture) / Professor (Social Science)	Professor Resource / Assistant Professor (Social Science)	Associate (Water Engineering) / Associate Professor (Agriculture) / Professor (Social Science)

(9) Procedure for writing and reviewing of Confidential Reports and communication of adverse remarks etc.,

The procedure for writing confidential reports and communication of adverse remarks, frequency of reporting, scrutiny of reports etc., shall be in accordance with the Government of India rules, orders etc., prescribed for its employees from time to time.

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**NORTH EASTERN REGIONAL INSTITUTE OF
WATER AND LAND MANAGEMENT**

**Dolabari, P.O.
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WORKING RULE NO.3
(Classification, Control and Appeal Rules 2017)

**NORTH EASTERN REGIONAL INSTITUTE OF
WATER AND LAND MANAGEMENT
(A GOVERNMENT OF INDIA SOCIETY)**

WORKING RULE NO.3

(Classification, Control and Appeal Rules 2017)

PART: I - GENERAL

A. SHORT TITLE AND COMMENCEMENT :

1. i) These rules may be called the NERIWALM (Classification, control and appeal) Rules 2017.
- ii) They shall come into force with effect from _____.

B. DEFINITIONS :

2. In these rules, unless the context otherwise requires :-
 - (a) "Society" means the North Eastern Regional Society of Land and Water Management.
 - (b) "President" means President of Governing Body of NERIWALM.
 - (c) "Vice-President" means the Vice President of Governing Body of NERIWALM.
 - (d) "Executive Council" means the Executive Council of NERIWALM.
 - (e) "Chairman" means the Chairman of Executive Council of NERIWALM.
 - (f) "Director" means the Director of NERIWALM.
 - (g) "Administrative Officer" means the Administrative Officer of NERIWALM.
 - (h) "Appointing Authority" in relation to a Society employee means :-
 - (i) The authority empowered to make appointments to the post which the Society employee for the time being holds, or
 - (ii) The authority which appointed the Society Employee to such Service, grade or post, as the case may be, whichever authority is the higher authority.


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(i) "Society employee" means :-

- i) a person who is an employee of the Society and includes any such person on foreign service or whose services are temporarily placed at the disposal of the Central Government, a local or other authority;
- ii) any employee who is in the service of the Central Government, State Government, a local or other authority and whose services are temporarily placed at the disposal of the Society.

(j) "Group" means any of the groups specified in Rule 5.

(k) "Head of the Department" for the purpose of exercising the powers as an appointing, disciplinary, appellate or reviewing authority means the Director of NERIWALM.

(l) "Head of the Office" for the purpose of exercising the powers as a appointing, disciplinary, appellate or reviewing authority means the authority declared to be the Head of the Office by the Chairman of Executive Council.

(m) "Disciplinary Authority" means the authority competent under these rules to impose on a Society employee any of the Penalties specified in Rule 7.

(n) "Words and expressions" used but not defined in these rules and defined in the Central Civil Services (Classifications, Control and Appeal) Rules - 1965 shall have the meanings respectively assigned to them in those rules.

C. APPLICATION :

3. These rules shall apply to every Society employee but the Executive Council may by order exclude any class of employees of the Society from the operation of all or any of these rules.

D. INTERPRETATION

4. If any doubt arises with regard to the meaning of any of these rules, the matter shall be referred to the Executive Council which shall decide the same.

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PART: II - CLASSIFICATION

5. For the purpose of these rules the Society employees shall be classified into the following three Groups, namely :-
- GROUP "A" :A Central Civil post carrying the following Levels:- Level 14 , Level 13A and Level 13, and Level 12, Level 11 and Level 10 in the Pay Matrix of 7th Central Pay Commission.
 - GROUP "B": A Central Civil post carrying the following Levels: - Level 9, Level 8, Level 7 and Level 6 in the Pay Matrix of 7th Central Pay Commission.
 - GROUP "C" :A Central Civil post carrying the following Levels :- Level 5, Level 4, Level 3, Level 2 and Level 1 in the Pay Matrix of 7th Central Pay Commission.

PART: III - SUSPENSION

6. The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Chairman or the Director by general or special order, may place a Society employee under suspension,

PROVIDED that the action to suspend an employee shall be governed by instructions as are contained in the relevant provisions of the C.C.S. (CCA) rules 1965 as amended from time to time.

PART: IV - PENALTIES & DISCIPLINARY AUTHORITIES

7. The following penalties may, for good and sufficient reasons and as herein after provided, be imposed on a Society employee namely :-

MINOR PENALTIES:

- Censure;
- Withholding of his promotion;
- Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Society by negligence or breach of order;

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(a) Reduction to a lower stage in the time-scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.

iv) Withholding of increments of pay;

MAJOR PENALTIES:

v) Reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the Government servant will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.

vi) Reduction to lower time-scale of pay, grade post or Service for a period to be specified in the order of penalty, which shall be a bar to the promotion of the Society Employee during such specified period to the time-scale of pay, grade, post or Service from which he was reduced, with direction as to whether or not, on promotion on the expiry of the said specified period -

(a) the period of reduction to time-scale of pay, grade, post or service shall operate to postpone future increments of his pay, and if so, to what extent; and

(b) the Government servant shall regain his original seniority in the higher time-scale of pay, grade, post or service.

vii) Compulsory retirement;

viii) Removal from service which shall not be a disqualification for future employment under the Society; and

ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Society.

PROVIDED that the instructions /procedures contained in the relevant provisions of C.C.S. (CCA) Rules - 1965 as amended from time to time shall be required to be followed before any of the penalties specified above can be imposed on a Society employee.

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PART: V - APPEALS

8. Notwithstanding anything contained in this part, no appeal shall lie against :-

- i) any order made by the Executive Council for employees carrying a Level in the Pay Matrix maximum of which does not exceed Level 12 in the Pay Matrix all other cases of employees carrying a Level in the Pay Matrix which exceeds Level 12 in the Pay Matrix, the appeal shall be made to the President;
- ii) any other of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceedings, other than an order of suspension;
- iii) any order passed by an inquiring authority in the course of an inquiry under Part- IV of these rules.

9. Subject to the provisions of Rule 8, a Society employee may prefer an appeal against all or any of the following orders namely :-

- i) an order of suspension made deemed to have been made under Part III;
- ii) an order imposing any of the penalties specified under Part-IV whether made by the disciplinary authority or by any appellate or reviewing authority;
- iii) an order enhancing any penalty, imposed under Part - IV of these rules;
- iv) an order which
 - I. denies or varies to his disadvantage his pay, allowance, pension or other conditions of service as regulated by rules or by agreement;
 - II. interprets to his disadvantages the provisions of any such rule or agreement;
- v) an order :-
 - a) stopping him at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar;
 - b) reverting him while officiating in a higher grade or post to a lower grade or post, otherwise than as a penalty;
 - c) reducing or withholding the pension or denying the maximum pension admissible to him under the rules;
 - d) determining the subsistence and other allowance to be paid to him for the period of suspension or for the period during

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which he is deemed to be under suspension or for any portion thereof;

- e) determining his pay and allowances,
 - i) for the period of suspension, OR
 - ii) for the period from the date of his dismissal, removal, or compulsory retirement from service, or from the date of his reduction to a lower grade, post, time-scale or stage in a time scale of pay, to the date of his reinstatement or restoration of his grade or post, or
- f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower grade, post, time scale of pay or stage in a time scale of pay to the date of his reinstatement or restoration to his service, grade or post shall be treated as a period spent on duty for any purpose.

Explanation in this rule -

- i) The expression "Society employee" includes a person who has ceased to be in Society service;
- ii) The expression "pension" includes additional pension, gratuity and any other retirement benefit.

10. A Society employee including a person who has ceased to be in Society Service, may prefer an appeal against all or any of the orders specified under Part-V to the authority specified in the schedule,

PROVIDED that all other matters concerning appeals of a Society employee shall be governed under the relevant provisions of C.C.S. (CCA) Rules - 1965 as amended from time to time.

PART: VI REVIEW

11. Notwithstanding anything contained in these rules the Executive Council or the President of the Society may on its own motion, or otherwise, after calling for the records of the case, review any order which is made or is appealable under these rules, and

- (a) confirm, modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed or;
- (c) remit the case to the authority which made the order or to any other authority directing such further action on inquiry as it considers proper in the circumstances of the case; or

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(d) pass such orders as it deems fit;

PROVIDED that:-

- i) an order imposing, or enhancing a penalty shall not be passed unless the person concerned has been given a reasonable opportunity of making any representation which he may wish to make against the penalty proposed.
 - ii) If the Executive Council proposes to impose any of the penalties specified in clauses v) to ix) of Rule 7 in a case where an inquiry under the provisions of relevant rules has not been held, it shall, subject to the provisions of Part-IV direct that such inquiry be held and thereafter on a consideration of the proceedings of such inquiry and after giving the person concerned an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.
12. The authority to which an appeal against an order imposing any of the penalties specified in Part-IV lies may, on its own motion or otherwise, call for the records of the case in a disciplinary proceedings review any order passed in such a case and pass such orders as it deems fit, as if the Society employee had preferred an appeal against such order.

PROVIDED that no action under this rule shall be initiated more than six months after the date of the order to be reviewed.

PART: VII - MISCELLANEOUS

13. SERVICE OF ORDERS, NOTICES ETC. :

Every order, notice and other process made or issued under these rules, shall be served in person on the Society employee concerned or communicated to him by Registered post.

14. POWER TO RELAX TIME LIMIT AND TO CONDONE DELAY :

Same as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.

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PART: VIII - CONDUCT

15. All employees of the Society shall be governed by the Central Civil Services (Conduct) Rules - 1965 of the Government of India as amended from time to time.

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