

**BYE – LAWS
OF THE
INDIAN
PHARMACOPOEIA
COMMISSION
FOR
ADMINISTRATION AND
MANAGEMENT**

[Framed under 8.3.1(vi) of the Rules and Regulations
of the Indian Pharmacopoeia Commission]

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BYE-LAWS FOR ADMINISTRATION AND MANAGEMENT OF THE INDIAN PHARMACOPOEIA COMMISSION

In exercise of the powers conferred under Rule 8.3.1(vi) of the Rules and Regulations of the Indian Pharmacopoeia Commission, the General Body hereby makes the following Bye-Laws, namely:

THE INDIAN PHARMACOPOEIA COMMISSION BYE LAWS

PART – I

GENERAL

1. SHORT TITLE

- 1.1 These Bye laws shall be called the Bye Laws of the Indian Pharmacopoeia Commission.
- 1.2 These Bye Laws shall come into force from such date on which they are approved by the General Body of the Indian Pharmacopoeia Commission.

2. INTERPRETATIONS

Unless otherwise specified contrary in the subject,

- 2.1 “Appointing Authority” in relation to any post under the Commission means the authority competent to make appointment to that post.
- 2.2 “Bye Laws” means the Bye Laws of the Indian Pharmacopoeia Commission.
- 2.3 “Commission” or “IPC” means the Indian Pharmacopoeia Commission and IPL means Indian Pharmacopoeia Laboratory.
- 2.4 “Chairman” means the Chairman of the General Body/Governing Body of the Indian Pharmacopoeia Commission.
- 2.5 “Committee(s)” mean(s) Committee(s) constituted under Rule 8.3.1 (vi) or 9.3.7 of the Rules and Regulations of the Commission, including Standing Committee(s), Advisory Committee(s), Executive Committee(s) and Ad-hoc Committee(s) etc.

- 2.6 "CIPL" means Central Indian Pharmacopoeia Laboratory.
- 2.7 "Director" or "Secretary" means the Secretary-cum-Scientific Director of the Indian Pharmacopoeia Commission.
- 2.8 "Employee" means a person serving in the Commission in any post or capacity by virtue of appointment to that post other than casual labourers and persons working on contracts.
- 2.9 "General Body" means the Body constituted under Rule 8 of the Rules & Regulations of the Commission.
- 2.10 "Governing Body" means the Governing Body constituted in terms of Rule 9 of the Rules and Regulations of the Commission.
- 2.11 "Government" means the Central Government.
- 2.12 "Rules" means the Rules and Regulations of the Indian Pharmacopoeia Commission.
- 2.13 "R.R" means Recruitment Rules.
- 2.14 "FRs and SRs" means Fundamental Rules and Supplementary Rules.
- 2.15 "Scientific Body" means the Scientific Body constituted in terms of Rule 17 of the Rules and Regulations of the Commission.
- 2.16 "Schedule" means a schedule to these Bye-Laws
- 2.17 "Society" means the Society of the Indian Pharmacopoeia Commission registered on the 9th December, 2004 under the Societies Registration Act, 1860 (Act XXI of 1860).
- 2.18 "Year" means the financial year ending 31st March, unless specified or mentioned otherwise in any specific clause or context.

3. GENERAL CLAUSE

- 3.1 Nothing in these Bye-Laws shall be inconsistent with the Rules and Regulations of the Indian Pharmacopoeia Commission and in case of any inconsistency, the provisions of the Rules and Regulations shall prevail.

PART-II

BYE-LAWS FOR THE CONDUCT OF BUSINESS

4. **POWERS AND FUNCTIONS OF THE CHAIRMAN**

The Chairman of the Governing Body shall exercise such powers and discharge such functions as are laid down in the Rules and in Schedule-I & II to these Bye-Laws.

5. **POWERS AND FUNCTIONS OF THE GOVERNING BODY**

The Governing Body shall exercise such powers and discharge such functions as are laid down in the Rules and in Schedule -I& II to these Bye Laws.

6. **POWERS AND FUNCTIONS OF THE SCIENTIFIC BODY**

The Scientific Body shall exercise such powers and discharge such functions as are laid down in the Rules and Regulations.

7. **ALLOWANCES TO THE CHAIRMAN AND MEMBERS OF THE GENERAL BODY, GOVERNING BODY, SCIENTIFIC BODY AND COMMITTEES**

7.1 The Chairman and members of the General Body, Governing Body, Scientific Body and the Committees shall not receive any pay, fee, remuneration or other allowance except Traveling Allowance and Daily Allowance/incidental charges for attending meetings.

7.2 The Chairman and the members of the General Body, Governing Body, Scientific Body and the Committees shall be paid T.A&D.A at the rates prescribed by Government under SR190.

7.3 The Governing Body of the IPC in special/exceptional circumstances for performing specialized scientific/technical job(s) may prescribe rate(s) of honorarium as per norms followed in scientific institutes under Department of Science and Technology.

7.4 No member of the Commission or of the bodies of the Commission shall be eligible for such T.A & D.A or incidental charges/special allowance, honorarium etc., if the same are claimed or paid from any other source.

8. **POWERS AND DUTIES OF THE SECRETARY-CUM-SCIENTIFIC DIRECTOR.**

8.1 The Secretary-cum-Scientific-Director shall be the Principal Executive of the Commission and shall exercise powers of Head of the Department in terms of SR2(10).

- 8.2 The Secretary-cum-Scientific Director shall also exercise powers as specified in Schedule-I & II of these Bye-Laws and/or delegated to him by the Governing Body.
- 8.3 In case of emergency, the Secretary-cum-Scientific Director may take such action as may be necessary in the interest of IPC and report it to Governing Body.
- 8.4 The Secretary-cum-Scientific-Director shall allocate duties and may delegate powers to the officer(s) of the Commission on the administrative, finance and technical matters subject to such limitations as may be imposed by the General Body or the Governing Body or the Scientific Body, as the case may be.
- 8.5 All officers and employees of the Commission shall be under the administrative control of the Secretary-cum-Scientific Director.

9. COMMITTEES OF THE COMMISSION

The management and administration of the Commission shall be facilitated by Standing Committees, Executive Committees, Advisory Committees and Ad-hoc Committees as specified here under and as may be constituted by the General Body under Rule 8.3.1 (vi) or by the Governing Body under Rule 9.3.7 as the case may be, of the Commission.

Provided that there shall not be two Committees for the same purpose;

9.1 Standing Finance Committee:

9.1(a) Objects: To consider financial matters of the Commission to be considered by the Governing Body or General Body and to carry out the functions and duties and exercise powers specified here under.

9.1(b) Composition: The Standing Finance Committee shall consist of the following persons:

- | | | |
|-------|--|--------------------|
| (i) | Additional Secretary (Health),
Ministry of Health and Family Welfare | – Chairman |
| (ii) | Financial Adviser or his nominee,
Ministry of Health & Family Welfare | – Member |
| (iii) | Joint Secretary (Drugs),
Ministry of Health & Family Welfare | – Member |
| (iv) | Secretary-cum-Scientific Director | – Member Secretary |

9.2 The powers, duties and functions of the Committee shall be:

9.2.1 To consider the annual budget estimates and revised estimates of the Commission and make recommendations thereon to the Governing Body.

9.2.2 To consider and recommend on the following matters:-

- a) To consider incurring of expenditure on account of major works and purchases;

- b) To consider the creation of posts;
 - c) To consider revision of pay scale and determine the service condition for staff having financial implications,
 - d) To consider delegation of financial powers.
- 9.2.3 To review the financial position of the Commission and make recommendations from time to time to the Governing Body.
- 9.2.4 To consider budget estimates and revised estimates of the Commission and make recommendation thereon; consider annual accounts showing the receipts and expenditure of the Commission together with audit report thereon and ensure submission of the report to the Governing Body each year by October or such other time as may be prescribed, to the Central Government.
- 9.2.5 To consider and recommend to the Governing Body proposals for incurring expenditure on account of major works and purchases. All matters of procurements beyond the powers of the Director shall be placed before this committee. The Director may also bring up before the committee any other matter, as he may consider necessary in regard to purchase of material, spares and equipments.
- 9.2.6 Other matters as may be referred to it by the Governing Body
- 9.3 **Executive Committee of the Scientific Body:**
- 9.3(a) Object: To consider matters as are assigned to be considered by the Scientific Body.
- 9.3(b) Composition:
- | | | |
|-------|---|--------------------|
| (i) | Chairman, Scientific Body, IPC | – Chairman |
| (ii) | Drugs Controller General (I) or his nominee | – Member |
| (iii) | Two nominees of the Scientific Body
(to be nominated by Scientific Body) | – Member |
| (iv) | Secretary-cum-Scientific Director, IPC | – Member Secretary |
- 9.3.1 Powers and duties of the Committee shall be:
- (a) It shall perform such functions and exercise such powers as may be specified by the Scientific Body or mentioned in its terms of reference.
 - (b) It shall act as Scientific Advisory Committee (SAC) for the Scientific and Technical work of the IPC.
- 9.4 **Estate Committee:**
- 9.4 (a) Object: The Estate Committee may consider action plan for major and minor works, additions and alteration to the building and laboratories and other matters, including policy relating to the Estate belonging to the Commission

9.4(b) Composition:

- | | | | |
|-------|---|---|------------------|
| (i) | Secretary-cum Scientific Director | – | Chairman |
| (ii) | One expert
(to be nominated by its Chairman) | – | Member |
| (iii) | Finance & Accounts Officer of IPC | – | Member |
| (iv) | Administrative Officer, IPC | – | Member Secretary |

9.4.1 Powers and duties of the Committee shall be:

It shall perform such functions and exercise such powers as may be mentioned in its terms of reference.

9.5 Purchase Committee:

9.5(a) Object: To consider all matters referred to. It shall consider all matter of purchase and procurement, including chemicals and material used in laboratory, where the value of such purchase is likely to go beyond financial limits specified for Head of the Department.

9.5(b) Composition:

- | | | | |
|-------|---|---|------------------|
| (i) | Secretary-cum Scientific Director | – | Chairman |
| (ii) | One outside technical expert | – | Member |
| (iii) | Principal Scientific Officer from IPC
(to be nominated by the Secretary-cum-
Scientific Director) | – | Member |
| (iv) | Finance & Accounts Officer of IPC | – | Member |
| (v) | Store Officer of IPC or a nominee of Secretary | – | Member-Secretary |

9.5.1 Powers and duties of the Committee shall be:

It shall perform such functions and exercise such powers as may be specified in its terms of reference.

9.6 Ad-hoc Committee(s):

9.6.1 Ad-hoc Committee(s) comprising of preferably not more than three persons, may be constituted by the Commission (General Body/Governing Body/ Scientific Body, as the case may be) for such purpose as it may consider necessary and for a period not exceeding six months. The term of an Ad-hoc Committee may be extended for a further period not exceeding six months by the Chairman of the General Body, Governing Body or the Scientific Body, as the case may be.

9.6.2 The Chairman and members of an Ad-hoc Committee(s) shall be nominated by the General Body, Governing Body, Scientific Body, as the case may be.

- 9.6.3 The term of office of a member of an Ad-hoc Committee shall terminate as soon as the specific function for which the committee is constituted and is completed.
- 9.6.4 Any casual vacancy in an Ad-hoc Committee shall be filled by the Chairman of the concerned body that constituted the ad-hoc committee.
- 9.6.5 The terms of reference, scope, function etc shall be as specified in the order, constituting the Committee.
- 9.7 **Tenure of the committees and members and holding meetings:**
 - 9.7.1 The term of Office of Chairman or member of a committee, other than those constituted for limited and specific purposes shall be two years. An outgoing member may be eligible for re-nomination for another one term.
 - 9.7.2 The term of a member by virtue of holding an office shall terminate on relinquishing such office or position that rendered the member qualified for nomination.
 - 9.7.3 Governing Body or General Body, as the case may be, may prescribe the qualification and other criteria for a member of the committee, including the special invitee(s)
 - 9.7.4 Committees shall meet as frequently as possible and at least once in three months to monitor and review the progress of the assigned tasks. The Chairman of the Committee shall preside over its meetings and in his absence he may authorize any of the Members to preside.
 - 9.7.5 The decisions of the Committee shall be on the basis of opinions of the majority and where voting is necessary, each Member including the Chairman shall have one vote.
 - 9.7.6 The Chairman and two Members shall constitute the quorum of the Committee.
 - 9.7.7 The Chairman may associate not more than two outside experts as special invitees
 - 9.7.8 The special invitee to a Committee shall not have right to cast vote.

10. BUILDING AND LAND BELONGING TO THE COMMISSION

- 10.1 The Commission shall use its land and building for the purposes and the functions of the Commission.
- 10.2 Any building or part of a building or land may be rented out by the Commission for any of its operative purposes or for such purposes as may be prescribed by the Governing Body from time to time. Allotments, assessments and recoveries of rent/ license fee of the buildings, land etc shall, be made by the Secretary-cum-Scientific Director in accordance with the provisions of Fundamental Rules and other rules framed there under and any other instructions of the Governing Body.

- 10.3 Every employee of the Commission, if offered residential accommodation in any building, owned or taken on lease by the Commission, shall on occupation, pay such license fee and other charges as may be fixed by the Governing Body from time to time.
- 10.4 No employee, on relinquishing the services of the Commission, shall be permitted to occupy the residential accommodation provided to him/her while in service. Provided, however, a grace period may be given to such person for vacating the premises subject to payment of license fee as per existing Government Rules.
- 10.5 **Eviction:** Where the allotment of a building or dwelling unit or land of the Commission is cancelled and other wise occupied by an employee of the Commission or others, it is to be got evicted. The Secretary-cum-Scientific Director or his nominee shall be the Eviction Officer for the purpose.
- 10.6 **Guest house accommodation:**
 - 10.6.1 Subject to the norms as may be prescribed from time to time, the Secretary-cum-Scientific Director may provide accommodation for stay in the guest house(s) as may be owned/arranged/operated by the Commission to the guests/visitors.
 - 10.6.2 Where guest house accommodation is provided by the Commission to any of its guests/visitors, rent as may be fixed shall be charged from the guest/visitor. The Governing body may prescribe norms for waiving such rents to special invitees or dignitaries or such persons as specified.
 - 10.6.3 Officers of the IPC on first employment to the services of the Commission may be provided guest house accommodation, if so required by such employee, for a period not exceeding one month, subject to availability of accommodation and subject to payment of rent and other charges as prescribed by the Commission from time to time.
11. **AWARD PRIZES, SCHOLARSHIPS ETC.**
 - 11.1 The Commission may award such prizes, souvenirs, scholarships and stipends to its trainees as may be decided by the Governing Body from time to time.
12. **ARRANGEMENT OF LECTURES, TRAINING AND ORIENTATION PROGRAMMES.**
 - 12.1 The Secretary-cum-Scientific Director may arrange scientific lectures or trainings or orientation programmes for its employees from time to time.
 - 12.2 Resource persons/faculty invited for delivering lecture may be paid fee or honorarium at the prescribed rates. The Commission shall defray traveling expenses and daily allowance at the rates suiting the status of such persons.
 - 12.3 The rates of TA/DA, fee and /or honoraria payable to lecturers shall be such as may be determined by the Secretary-cum- Scientific Director.

13. PUBLICATIONS

- 13.1 The Scientists of the Commission shall be encouraged to publish scientific works/findings/results of their research and or development activities, including patents. Publication of scientific literature, including patents, resulting from work carried out in the Commission by members of the staff of the Commission shall be with the concurrence of the Executive Committee of the Scientific Body and shall also bear the name of IPC.
- 13.2 Publications containing the name of the Indian Pharmacopoeia Commission shall be the properties of the Commission. Appropriate claims of right or disclaimer as the case may be shall be displayed in the publications.

14. EXTRA MURAL ACTIVITIES

- 14.1 The Commission may participate in extra-mural activities connected with its field of work subject to budget provisions.

PART – III

SERVICE BYE--LAWS

15. EMPLOYEES TO BE WHOLE TIME SERVANTS

- 15.1 Save as otherwise distinctly provided, the whole time of an employee of the Commission shall be at the disposal of the Commission and the services of the employee shall be deployable in a manner considered appropriate by the appointing authority without claim for additional remuneration.

16. PERMANENT AND TEMPORARY POSTS

- 16.1 The posts in the service of the Commission shall be either a "Permanent Post", that is a post carrying a definite rate of pay sanctioned without any limit of time or a "Temporary Post", that is a post carrying definite rate of pay sanctioned for a limited time.

17. CLASSIFICATION OF POSTS

- 17.1 All posts of the Commission, whether permanent or otherwise shall be classified as Group 'A', Group 'B', Group 'C' and Group 'D' posts and these shall correspond to the Central Government's classification of posts, vide Appendix –I of Annexure I of bye-laws.

18. APPOINTING AUTHORITY

Appointment to the posts under the Commission shall be made:

- 18.1 By the Government in the case of Secretary-cum-Scientific Director on the recommendation of the Governing Body.
- 18.2 By the Governing Body in the case of appointments to other Group 'A' posts
- 18.3 By Chairman, Governing Body in case of appointment to Group "B" posts.
- 18.4 By the Secretary-cum-scientific Director in the case of appointment to Group 'C' and 'D' posts.

19. SERVICES OF EMPLOYEES TRANSFERRED *EN MASSE* FROM CIPL ON NOTIFICATION OF IPC AS AUTONOMOUS BODY - ABSORPTION OF

- 19.1 The existing employees of CIPL transferred to IPC on deputation or otherwise shall be deemed as employees of IPC unless they opted for reversion to the Central Government Services as provided in the Government order or orders issued in this regard and shall continue to be employed in the respective posts and cadres until or unless otherwise modified by the competent authority of the Commission. The conditions of service of such employees shall be governed by the Rules, Regulations and Bye-laws issued from time to time for the purpose.

20. METHOD OF RECRUITMENT/APPOINTMENT

Recruitment to the posts under the Commission may be made:

- 20.1 By direct recruitment; or
- 20.2 By promotion; or
- 20.3 By appointment of a person on deputation/ absorption or on foreign service; or
- 20.4 On contract basis; or
- 20.5 On re-employment basis

21. RECRUITMENT RULES

There shall be recruitment rules for each post [given vide Annexure -I to Bye-laws]. The framing of and amendment to the Recruitment Rules shall require the prior approval of the Governing Body. While framing recruitment rules, the following principles may be broadly kept in view:

21.1 **Age limits:**

- 21.1.1 The upper age limit for the post of Secretary-cum-Scientific Director shall preferably be below 50 years. The upper age limit for direct recruitment to group 'A', 'B', 'C' and 'D' Scientific/ Technical and other posts shall be as indicated in the relevant table to the Recruitment Rules.
- 21.1.2 The upper age limit may be relaxed by the Governing Body up to five years in case of candidates otherwise exceptionally well qualified.
- 21.1.3 The upper age limit prescribed for direct recruitment shall be relaxed up to 5 years for departmental candidates competing with others as direct recruit.
- 21.1.4 The crucial date of computing age limit shall be the closing date for the receipt of applications from candidates.
- 21.1.5 Relaxations in age limit for classes/ category of persons, including SC/ST/OBC etc, as applicable in Central Government Services shall apply *mutatis mutandis* to recruitments to IPC also.
- 21.1.6 The age limits shall not apply for appointing consultants or persons on contract basis for limited period(s).

21.2 **Educational Qualifications:**

- 21.2.1 The Degrees/diplomas/certificates prescribed shall be from a recognized University/ Board/ Institution or their equivalent declared as such by the Government for recruitment purposes.

21.3 Research Publications:

21.3.1 Research published in indexed National and International Journals.

22. MODE OF RECRUITMENT-PROCEDURE FOR-

22.1 Direct Recruitment:

22.1.1 Appointment to any post in IPC by direct recruitment shall be made as per the qualification laid down in the Recruitments Rules, on the basis of the recommendations of Search-cum-Selection committee/Selection Committee, as the case may be, subject to the approval of appointing authority.

22.1.2 The appointment of Secretary-cum-Scientific Director shall be made for a period of 5 years with the approval of the Central Government. In deserving cases, the tenure may be extended for another term of 5 years or till the age of superannuation, whichever is earlier.

22.1.3 All vacancies to be filled up by direct recruitment shall be advertised in the two national daily newspapers in the metropolitan cities of India. Vacancies may also be put on the website of the Commission. Selection will be made in response to advertisements by written test/skill test/interview etc., as may be prescribed.

22.1.4 In exceptional cases, where response is poor or suitable candidate are not likely to be available, the potential candidate(s) may be considered on the basis of contacts/resourcefulness. However, such candidates shall be required to apply formally and such candidate may be considered along with the candidates who apply with reference to advertisement.

22.1.5 Employees of the Commission may be considered for higher posts in the Commission as direct recruits along with other applicants provided they fulfill the prescribed qualifications as mentioned in the recruitment rules for the post. The upper age limit prescribed for the post for direct recruitment may be relaxed, as per rules, in the case of departmental candidates.

**23. SELECTION/ DEPARTMENTAL PROMOTION COMMITTEES-
COMPOSITION OF:**

23.1 There shall be different Selection Committee/Departmental Promotion Committee to consider and recommend candidates for Group 'A' and Group 'B' scientific and technical posts and posts of other categories.

23.2 The Search-cum-Selection Committee for the post of Secretary-cum-Scientific Director shall be constituted at each occasion of selection. It shall be appointed by the Governing Body and approved by the Central Government.

23.3 The tenure of Selection/ Departmental Promotion Committee for other posts shall be 3 years from the date of its constitution.

- 23.3.1 A panel of scientists to be nominated to selection/search-cum-selection/departmental promotion committee shall be prepared. It shall remain valid for period of 3 years.
- 23.3.2 Where the posts are reserved for SC/ST candidates or where SC/ST candidates are under consideration along with general candidates for the posts, a member of SC/ST community shall invariably be included in the Selection Committee/ Departmental Promotion Committee, as per Central Government instructions.
- 23.3.3 **Composition of Selection Committee/Departmental Promotion Committee for Group 'A' Scientific posts (except that of Secretary-cum-Scientific Director):**
- | | | | |
|--------------|--|---|------------------|
| (i) | Chairman, Scientific Body | — | Chairman |
| (ii) | DCG(I) or nominee | — | Member |
| (iii) & (iv) | Two experts on the subject not belonging to the Commission | — | Member |
| (v) | Secretary-cum-Scientific Director, IPC or nominee | — | Member Secretary |
- 23.3.4 **Composition of Selection/Departmental Promotion Committee for Non-scientific/ Non technical Group 'A' posts:**
- | | | | |
|-------|---|---|------------------|
| (i) | Secretary-cum-Scientific Director | — | Chairman |
| (ii) | One expert on the subject not belonging to the Commission | — | Member |
| (iii) | A representative of Ministry of Health & Family Welfare | — | Member |
| (iv) | A nominee of Secretary-cum-Scientific Director | — | Member Secretary |
- 23.3.5 **Composition of Selection /Departmental Promotion Committee for Group 'B' Scientific posts:**
- | | | | |
|-------|--|---|------------------|
| (i) | Secretary-cum-Scientific Director, IPC | — | Chairman |
| (ii) | DCG (I) or his nominee | — | Member |
| (iii) | One eminent Scientist
(to be nominated from Scientific Body of IPC) | — | Member |
| (iv) | Principal Scientific Officer, IPC | — | Member Secretary |
- 23.3.6 **Composition of Selection/departmental promotion Committee for Non-scientific/ Non-technical Group 'B' posts:**
- | | | | |
|-------|---|---|------------------|
| (i) | Secretary-cum-Scientific Director, IPC | — | Chairman |
| (ii) | A representative of Ministry of Health & Family Welfare | — | Member |
| (iii) | One outside expert | — | Member |
| (iv) | A nominee of Secretary-cum-Scientific Director | — | Member Secretary |

23.6.7 Composition of Selection/Departmental Promotion Committee for Group 'C' & 'D' posts:

- | | | | |
|-------|--|---|------------------|
| (i) | Secretary-cum-Scientific Director, IPC | — | Chairman |
| (ii) | Principal Scientific Officer, IPC | — | Member |
| (iii) | Finance and Accounts Officer, IPC | — | Member |
| (iv) | Administrative Officer, IPC | — | Member Secretary |

24. RECRUITMENT BY OTHER MODES OF RECRUITMENT, INCLUDING PROMOTION;

- 24.1 Appointment to a post in any Group by promotion shall be made on the recommendation of the Departmental Promotion Committee from amongst the employees serving in posts in the lower grade on the basis of 'merit' with due regard to 'seniority' in the case of selection post and on the basis of 'seniority-cum-fitness' in the case of non-selection posts.
- 24.2 Appointment by other modes of recruitment may be made as per the relevant Central Government rules/instruction.
- 24.3 The period of deputation (ISTC) including the period of deputation (ISTC) held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not ordinarily exceed three years.
- 24.4 As far as possible, the work pertaining to employees of Group 'C' & 'D' shall be outsourced.

25. RESERVATION OF POSTS FOR SCHEDULED CASTES/SCHEDULED TRIBES/OTHER BACKWARD CLASSES/ PHYSICALLY HANDICAPPED PERSONS ETC.

- 25.1 While making appointments to posts in the IPC, the appointing authority shall observe Government orders regarding reservations and other concessions admissible to SC, ST and Other Backward Classes from time to time.

26. T.A. FOR ATTENDING INTERVIEWS

- 26.1 Candidates called for interview for posts in the Commission may be paid T.A as prescribed by the Commission and where no such rates are prescribed by the Commission, rates as admissible under Central Government rules from time to time shall apply.

27. FITNESS

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

- 27.1 He is found medically fit by competent authority as per Government Rules; and

- 27.2 The appointing authority is satisfied that he possesses good character and antecedents.

28. GRANT OF ADVANCE INCREMENT(S) ON FIRST APPOINTMENTS

- 28.1. The appointing authority may, on the recommendation of the Selection Committee, supported by adequate justification, grant advance increments, not exceeding two, in consideration of his/her higher/outstanding qualifications, last pay drawn and experience, to a candidate on his/her initial appointment to a post in the Commission.

29. PERIOD OF PROBATION

- 29.1 Save as otherwise specifically provided in the recruitment rules, an employee appointed/promoted to Group 'A', Group 'B', Group 'C' and Group 'D' posts shall be on probation for a period of one/ two years, as the case may be, as provided for in the relevant table of the recruitment rules. During the period of probation, the employee shall be required to put in satisfactory service failing which his services shall be liable to be terminated at any time without assigning any reason. The appointing authority may, however, extend or curtail the period of probation.
- 29.2 An employee of the Commission appointed to a post by promotion or by direct recruitment as departmental candidate, if found to be unsuitable during the probation for holding that post, or has not completed his period of probation satisfactorily, the Appointing Authority may revert him to the post held by him immediately before such appointment subject to availability of a vacancy/lien.

- 29.3 There will be confirmation only at the entry stage in the career of an employee of the Commission.

30. TEMPORARY AND PERMANENT SERVICE

- 30.1 An employee shall be temporary employee of the Commission unless he is appointed substantively.
- 30.2 An employee appointed substantively shall be permanent employee of the Commission.
- 30.3 The Central Civil Services (Temporary Service) Rules, 1965, as amended from time to time shall *mutatis-mutandis* apply to temporary employees of the Commission.

31. TERMINATION OF SERVICE

- 31.1 Services of a temporary employee may be terminated by the Appointing Authority in accordance with the provisions of the Central Civil Services (Temporary Service) Rules 1965, as amended from time to time as applicable *mutatis mutandis* to the employees of the Commission.

- 31.2 Services of permanent employee may be terminated in accordance with the rules/instructions of the Central Government as applicable *mutatis mutandis* to the employees of the Commission.

32. **GENERAL SERVICE CONDITIONS OF THE EMPLOYEES**

- 32.1 The Service conditions of the employees of the Commission shall be regulated by the Schedules to these Bye-Laws and where in respect of any matter it is not specifically provided in these bye-laws, the Fundamental Rules & Supplementary Rules and other Rules/orders issued by the Government of India from time to time shall apply *mutatis-mutandis* to the employees of the Commission.
- 32.2 Officers appointed are liable to serve the Commission anywhere in India or abroad as the situations may require.

33. **ASSURED CAREER PROGRESSION & ASSESSMENT PROMOTION SCHEME:**

- 33.1 **Assured Career Progression (ACP):** The scheme of 'Assured Career Progression', as amended from time to time, as applicable to Central Government employees will apply *mutatis-mutandis* to the non-technical and non-scientific employees of IPC.
- 33.2 **ASSESSMENT AND PROMOTION SCHEME:** With the previous approval of the Government, the merit-based promotion system i.e. the Flexible Complementing Scheme for accelerated promotion as applicable to scientists and technologists holding scientific posts in scientific and technology departments such as the CSIR will *mutatis-mutandis* apply to the scientists of the Commission.

34. **SENIORITY**

The seniority of employees of the Commission in each category shall be determined by the order of merit in which they were selected for appointment to the grade in question, those selected on an earlier occasion being ranked senior to those selected later. In respect of any matter not specifically provided in these bye-laws, the Government of India Rules and orders in such matters shall apply *mutatis-mutandis* to the employees of the Commission.

35. **LEAVE**

- 35.1 The employees of the Commission shall be entitled to such leave and leave salary as are admissible to the corresponding categories of Central Government employees under the Central Civil Services (Leave) Rules 1972, as amended from time to time, provided that incumbents on deputation to posts in the Commission on foreign service shall be governed by leave rules as may be stipulated in the terms and conditions of their deputation.
- 35.2 Unless the Governing Body in view of the exceptional circumstances of the case otherwise determine, no employee of the Commission shall be granted leave of any kind for a continuous period exceeding five years.

36. **GENERAL PROVIDENT FUND/CONTRIBUTORY PROVIDENT FUND**

- 36.1 The employees of the Commission shall subscribe to the Indian Pharmacopoeia Commission Provident Fund Account to be maintained by the Commission. For this purpose, the Govt. of India G.P.F. (C.S.), Rules as amended from time to time shall apply *mutatis-mutandis*.

37. **ABSENCE FROM DUTY**

- 37.1 No employee of the Commission shall remain absent from duty without due authorization. Abstaining from duty without authorization shall be treated as unauthorized absence and shall be dealt with accordingly.

38. **SUPERANNUATION**

The age of superannuation for scientific and technical staff shall be 62 years. The age of superannuation for other categories of staff shall be 60 years. However, the rules governing the retirement of the employees of the Central Government as amended from time to time, shall apply *mutatis-mutandis* to the non-scientific employees of the Commission.

39. **RE-EMPLOYMENT OF SUPERANNUATED PERSONS**

- 39.1 Superannuated persons may be re-employed on contract basis in exceptional cases for carrying out any specific and time-bound activity with the approval of the Governing Body.

40. **APPOINTMENTS ON CONTRACT**

- 40.1 Notwithstanding anything contained in these Bye-Laws, the Commission, with the prior approval of Governing Body, may, in special circumstances, appoint a person on contract basis for a period not exceeding five years or attaining the age of 65 years, whichever is earlier.

41. **SCALES OF PAY OF POSTS**

- 41.1 The scales of pay for various posts in the Indian Pharmacopoeia Commission shall be as prescribed in these bye-laws, vide Appendix-I of these bye-laws. Revisions of scales of pay shall be as decided by the Commission similar to those with corresponding duties under the Government.
- 41.2 The Governing Body of the Commission may prescribe, in certain cases, with prior approval of the Ministry and Health and Family Welfare, different scales of pay for certain post(s) having regard to the duties and responsibility attached to them after taking into account Government of India orders issued from time to time.

42. **MEDICAL FACILITIES FOR EMPLOYEES**

- 42.1 The employees of the Commission and members of their families shall be eligible for such medical aid as admissible to Central Govt. servants of similar categories under Central Services (Medical Attendance) Rules or the CGHS, as the case may be.

43. **HOUSE RENT ALLOWANCE**

Employees of the Commission who are not provided with residential accommodation by the Commission shall be eligible for House Rent Allowance at such rates as may be approved by Government of India for similar scales of pay.

44. **CONDUCT, DISCIPLINE AND PENALTIES**

- 44.1 The Central Civil Services (Classification, Control and Appeal) Rules, 1965 and Central Civil Services (Conduct) Rule, 1964 as amended from time to time shall *mutatis-mutandis* apply to the employees to the Commission provided that for this purpose the Appointing Authority, the Disciplinary Authority for the penalties that may be imposed and the Appellate Authority for the various posts in the Commission shall be as prescribed in the Schedule II to these Bye-Laws.
- 44.2 Except where specifically provided otherwise, the Chairman of the Governing Body shall exercise the same powers in respect of its employees as are exercisable by the President of the Union of India in respect of Central Government Employees. Powers of the Disciplinary Authority shall be exercised by the Appointing Authority and the powers of the Appellate Authority shall be exercised by the next higher authority/Governing Body.

45. **APPOINTMENTS IN EXIGENCIES OF WORK**

Resource persons and other supporting staff may be engaged in exigencies of work . Such appointee, if found to be suitable, may be considered for regularization along with others, as per procedure laid down in the Recruitment Rules. Other-wise such appointee may be disengaged without assigning any reasons.

46. **APPOINTMENT OF EMERITUS SCIENTISTS, VISITING SCIENTISTS, TEMPORARY MEMBERS AND CONSULTANTS**

- 46.1 The Governing Body may designate a Scientist of eminence as Scientist Emeritus. He/she shall enjoy such privileges as may be decided by the Governing Body from time to time.
- 46.2 Visiting Scientists may be invited/ appointed by the Governing Body as temporary members for participating in the work of the Commission. Temporary members may be paid such honorarium as may be decided by the Governing Body.
- 46.3 The Secretary-cum Scientific Director may appoint person(s) as consultants for specific assignments requiring special expertise. The Consultants shall be eligible for such remuneration as decided by the Governing Body. The consultant may be

initially appointed for a period not exceeding twelve months. Extension of the term may be granted after review.

47. PENSION AND DEATH-CUM-RETIREMENT GRATUITY

- 47.1 The permanent employees of the Commission, including the employees of CIPL who have been absorbed with the Commission at the time of amalgamation/merger, and who have been appointed before 1/1/2004 will be governed by the provisions of the Central Civil Services (Pension) Rules, 1972, as amended from time to time including DCRG (Death-cum-Retirement Gratuity) and Family Pension Benefits.
- 47.2 The new entrants including the employees of CIPL who have been absorbed with the Commission at the time of merger/ amalgamation and have been appointed on or after 1/1/2004 will be governed by new defined contributory pension scheme promulgated by the Government vide Department of Expenditure OM No. 1(T)(2)/2003/TA/19 dated 14.01.2004 and 04.02.2004, or as may be formulated with the prior approval of Central Government.

48. GROUP INSURANCE SCHEME

- 48.1 The Commission shall formulate, in consultation with Life Insurance Corporation of India or other insurance service providing organization, a Group Insurance Scheme for its employees based on C.G.E.G.I.S. (Central Govt. Employees Group Insurance Scheme) pattern.
- 48.2 **Corpus fund for New Pension Scheme:**

The Commission in consultation with the Central Government shall establish and operate a corpus fund for receipts and payments and other use as per the scheme towards the pensionary benefits of subscribers to the new pension scheme.

49. FORWARDING APPLICATION OF EMPLOYEES FOR EMPLOYMENT

- 49.1 Employees of the Commission may be given a maximum of two opportunities in a calendar year to apply for appointment elsewhere. The Secretary-cum-Scientific Director may withhold any such application in the interest of the Commission.
- 49.2 Applications of employees in response to UPSC or Staff Selection Commission advertisements for competitive examinations or for other selection shall not be counted against the four opportunities referred to above.
- 49.3 Applications of the employees who are under suspension or against whom departmental proceedings are pending or are contemplated or on whom the penalty of withholding of increment or reduction to a lower stage in the time scale of pay or to a lower time scale or to a lower grade or post has been imposed shall not be forwarded.
- 49.4 The period of notice required for relieving, in respect of a temporary employee, will be one month and in respect of a permanent employee it will be three months.

- 49.5 At the time of submitting such application the employee should furnish the declaration as under:

Declaration

I hereby declare that in the event of my selection for the post applied for, I will resign from my present post of after giving due notice.

Signature
Name
Designation
Name of Office/
Section

50. CONFIDENTIAL REPORTS

- 50.1 The work and conduct of each employee of the Commission will be assessed annually in a Confidential Report form as prescribed by the Central Government Rules on the subject and the same will form the basis for confirmation, promotion, increments, and other service matters etc.

51. CONSULTANCY SERVICES

- 51.1 The Commission may provide consultancy services to private/public institutions or Organizations on terms and conditions, generally and/or specifically, approved by the Governing Body.

52 ATTENDING CONFERENCES & SYMPOSIA

- 52.1 The Commission will support participation of scientific staff in recognized professional meetings, workshops, symposia and conferences. The number of occasion on which such scientific/technical personnel attend conferences in India/abroad may be restricted to four. It will not apply in case of the Secretary-cum Scientific Director.
- 52.2 The Secretary-cum-Scientific Director shall be the approving authority in all cases, other than that of Secretary-cum Scientific Director, where approving authority shall be the Chairman, Governing Body. Where expenditure for deputation abroad for any such purpose in part or in full is to be borne by the Commission, approval of the Chairman of Governing Body shall be obtained. Guidelines of the Government of India shall apply in the matters of deputation to foreign countries.
- 52.3 Relaxation to the condition stipulated in 52.1 may be granted for reasons to be recorded in writing by the authority prescribed in 52.2.

53. FOREIGN SERVICE/DEPUTATION

- 53.1 The employees of the Commission may be transferred or sent on deputation, whether within or outside India as per rules and orders of the Government of India in force from time to time. The number of employees to be sent on deputation or transferred may be restricted to 10% of the sanctioned strength of the particular category of post. The power to approve such transfer or deputation shall remain with the

Director and in the case of deputation or transfer abroad, the prior approval of the Chairman of the Governing Body shall be obtained.

54. ADHOC BONUS/HONORARIUM

- 54.1 The employees of the Commission shall be entitled to ad-hoc bonus on similar terms and conditions as admissible to Central Government employees who are not covered under Productivity Linked Bonus Scheme.
- 54.2 Secretary-cum-Scientific Director may sanction honorarium for staff for performing work of occasional or non-intermittent character, involving special merit so as to justify a special reward, subject to satisfying the requirements of FR 46. In exceptional cases, with the prior approval of the Governing Body, higher amount of honorarium may be sanctioned.

55. LOANS AND ADVANCES

- 55.1 Subject to Budget Provision the employees of the Commission shall be entitled to loans and advances on the same terms and conditions as are applicable to Central Government employees of corresponding status.

56. RESIDUAL SERVICES MATTERS

- 56.1 In respect of matters not specifically provided for in these Bye-Laws, the rules as applicable to Central Government servants regarding general conditions of service such as; Pay, Allowances, Traveling and Daily Allowances, Leave Salary, Joining time, Foreign Service Terms etc. orders and the decisions issued in this regard by the Central Government from time to time, shall apply *mutatis-mutandis*, to the employees of the Commission.

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PART – IV

FINANCIAL BYE-LAWS

57. BUDGET OF THE COMMISSION

- 57.1 Budget: The Commission shall prepare budget in such form and at such time every year as may be prescribed by rules in respect of the financial year next ensuing, showing the estimated receipts and expenditure of the Commission for approval of the Governing Body, and shall also show under various heads:
- (a) The actual expenditure of the preceding year;
 - (b) The revised estimates for the current year indicating separately the actual expenditure up to the end of August in the current year and the anticipated expenditure for the remaining period of the financial year; and
 - (c) The budget estimate for the ensuing year including:
 - (i) Anticipated income from different sources of IPC funds;
 - (ii) Ongoing schemes and anticipated expenditure on continuation of the same in the ensuing year;
 - (iii) New schemes proposed;
 - (iv) Expenditure for the functioning of the IPC etc.
- 57.2 Annual Plan: The annual plan shall be prepared by the 31st August and after vetting by the Standing Finance Committee shall be considered by the Governing Body for approval. After approval of the Governing Body, the Annual Plan will be forwarded to the Government before the 31st October or such date as stipulated by the Government.
- 57.3 Budget support for schemes: No provision may be included in the Budget Estimate for any scheme which has not been duly approved.
- 57.4 Supplementary grant: If it is proposed during the course of a financial year to finance any scheme which has not been included in the estimate for that year, the sanction of the Governing Body shall be obtained through Standing Finance Committee indicating the method proposed for financing it such as supplementary grant from the Government or by re-appropriation within the sanctioned estimates.
- 57.5 Record of grants: The Secretary-cum-Scientific Director shall ensure the maintenance of Register showing the grants received from the Government and money received from other sources.
- 57.6 Development Fund: The Commission shall establish a Development Fund as may be decided by the Central Government with the prior approval of the Governing Body.

58 APPROPRIATION

- 58.1 The funds of the Commission shall not be appropriated for expenditure on any item which has not been approved by competent authority under these Bye-Laws.
- 58.2 The funds provided in the sanctioned estimates shall be deemed to be at the disposal of Secretary-cum-Scientific Director who will have full powers to appropriate sums there from to meet expenditure on each item which has been approved by competent authority.
- 58.3 For purpose of financial control, the allotment under a main head of expenditure shall be divided into subheads known as units of appropriation. Any change proposed or sanctioned for any new primary/secondary unit will require the approval of the Governing Body.

59. RE-APPROPRIATION & INCURRING EXPENDITURE NOT BUDGETED FOR

- 59.1 The Governing Body shall have full powers to re-appropriation funds from one primary unit of appropriation to another or from one secondary unit of appropriation to another with in a primary unit, as per the government of India instructions as may be issued from time to time.
- 59.2 Expenditure of emergent and essential character not provided for in budget shall be incurred only after the proposal has been seen by the Standing Finance Committee and approved by the Governing Body.

60. EXPENDITURE SANCTION

- 60.1 No expenditure from the funds of the Commission shall be incurred without the sanction of competent authority.
- 60.2 The expenditure on any item included in the Budget may be sanctioned as prescribed in the Schedule of the bye-laws.
- 60.3 A sanction to expenditure will not become operative until there has been an appropriation of funds under these Bye-Laws to cover it.
- 60.4 The Secretary-cum-Scientific Director shall keep a watch over expenditure against the grants sanctioned by the Governing Body and in case where expenditure is likely to exceed the sanctioned grant, take steps to obtain additional grant or make re-appropriation.

61. CONTRACTS

- 61.1 The Secretary-cum-Scientific Director shall sign and execute on behalf of the Governing Body and the Commission all agreements, contracts, etc. which may be necessary for the proper conduct of the business of the Commission.

62. DISPOSAL OF PROPERTY

- 62.1 The Secretary-cum-Scientific Director shall have power to dispose of obsolete or unserviceable or condemned articles and to write off loss of articles etc in accordance with the norms prescribed in the schedule to these bye-laws.

63. BANK ACCOUNT

- 63.1 The funds of the Commission shall be lodged and transacted through a savings/current account with a Nationalized Bank. However, part of such balance in the Bank as may not be required for expenditure for sometime may be kept in any interest - bearing account by investing the funds in short-term fixed deposits or by keeping in saving funds of the bank as reserve funds as per rules of the bank. As soon as the balance kept in interest bearing account is required for expenditure, the same may be re-transferred to the current account.
- 63.2 The Finance & Accounts Officer of the Commission will be the Drawing and Disbursing Officer of the Commission. In his absence if no other officer is nominated to act as DDO, the Secretary-cum-Scientific Director, shall function as Drawing and Disbursing Officer.
- 63.3 Cheques on the bank shall be signed and all bills, notes and other negotiable instruments shall be drawn, accepted and made on behalf of the Commission in the manner provided below:
- (a) Cheques : Under the Joint signatures of the Secretary-cum-Scientific Director and the Finance & Accounts Officer. In the absence of either of them, any other officer nominated by the Secretary-cum-Scientific Director may operate the account.
 - (b) Bills & Claims : Under the signature of Finance & Accounts Officer who will also be the Drawing and Disbursing Officer of the Commission.
 - (c) Notes & Negotiable Instruments : Under the signature of Secretary-cum-Scientific Director or any other officer nominated by him/her.
- 63.4 Cheques, bills, notes and other negotiable instruments payable to the Commission may be endorsed on behalf of the Commission by the Drawing and Disbursing officer i.e. Finance & Accounts Officer.
- 63.5 All loans, advances or borrowings on behalf of the Commission may be negotiated by the Secretary-cum-Scientific Director with the approval of the Governing Body.

64. DRAWAL OF FUNDS AND MAINTENANCE OF ACCOUNTS

- 64.1 Funds shall be drawn from the bank by means of cheques in the manner laid down in the Bye-Laws. Cheque book will remain in the personal custody of the Finance & Accounts Officer and in his absence any other person as may be authorized by the Secretary-cum- Scientific Director.
- 64.2 The claims for Pay and Allowances and Traveling Allowances of Officers and others and Contingent Bill will be drawn in the prescribed forms and submitted to the Drawing and Disbursing Officer. All bills and claims will be checked and passed for payment by the Finance & Accounts Officer. The contingent and T.A. bills will be counter-signed by the Secretary-cum-Scientific Director, before these are passed for payment by the Finance & Accounts Officer. Payments will be made by means of demand drafts or cheques or cash as may be decided by the Secretary-cum-Scientific Director.
- 64.3 The Secretary-cum-Scientific Director shall ensure the maintenance of regular accounts of all money and properties in respect of the affairs of the Commission and shall prepare annual statement of accounts including the Balance Sheet in such form as may be prescribed by the Commission in consultation with the Comptroller and Auditor General of India or any other person appointed by him. The Finance & Accounts Officer of the Commission will advise the Secretary-cum-Scientific Director on all matters concerning Audit and Accounts. He will be responsible to the Secretary-cum-Scientific Director for the accuracy and completeness of the Accounts of the Commission in accordance with the Bye-laws of the Commission.
- 64.4 The primary accounts of the Commission will be maintained in the following records:
- (i) Cash Book and Petty Cash Book.
 - (ii) Receipt Book and its Stock Register.
 - (iii) Ledgers.
 - (iv) Stock Register of Cheque Forms.
 - (v) Register of Advances.
 - (vi) Contingent Charges Register.
 - (vii) Bills Register.
 - (viii) Expenditure Control Register.
 - (ix) Permanent Asset Register.
 - (x) Stock Register for expendable articles.
 - (xi) Stock Register for non-expendable articles.
 - (xii) Other records as may be prescribed or required.

65. ACCOUNTS AND AUDIT

- 65.1 The accounts of the Commission shall be maintained in such form as may be prescribed by the Government of India.

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- 65.2 The Accounts of the Commission will be audited annually by a firm of Chartered Accountants i.e the Statutory Auditors as defined in Chartered Accountant Act 1949 (Act XXXVIII of 1949) appointed by the Governing Body, and expenditure incurred in connection with such audit shall be payable by the Commission to the Auditors. The accounts of the Commission may also be subject to audit by the Comptroller and Auditor General of India as per provisions of the General Financial Rules.
- 66.3 The results of the audit shall be communicated by the Comptroller and Auditor General of India to the Commission which shall submit a copy of the Audit Report along with its observations to the Government of India.
- 66.4 As soon as possible after accounts for a given financial year are closed but not later than following September, Secretary-cum-Scientific Director will cause to compile Annual Accounts for the year, of the funds of the Commission showing:
- (i) Income and expenditure Account.
 - (ii) Receipts and Payments Account, and
 - (iii) Balance Sheet.
- 66.5 The accounts of the Commission as certified by the Chartered Accountant/Comptroller and Auditor General of India or any other person appointed by Comptroller and Auditor General of India in this behalf together with the audit report thereon shall be forwarded annually to the Government of India after getting the approval of the Governing Body of the Commission.
- 66 **ANNUAL REPORT**
- 66.1 The Commission shall prepare every year a report on its activities during that year and submit the audited statement of accounts and the annual report to the Central Govt. in such form and on or before such date as may be prescribed by the Government.

PART – V

Amendments to Bye-laws

- 67 **AMENDMENT TO BYE-LAWS**
Amendment(s) to the Bye-Laws shall require the prior approval of the General Body.

SCHEDULE-I
SCHEDULE OF POWERS OF THE GOVERNING BODY, CHAIRMAN OF
GOVERNING BODY
AND THE SECRETARY – CUM- SCIENTIFIC DIRECTOR
[See Bye-Laws 4, 5 & 8]

Authority Competent and Extent of Powers					
S.No	Nature of Powers	Secretary-cum-Scientific Director	Chairman Governing Body	Governing Body	Remarks
1	2	3	4	5	6
1.	Re-delegation of Powers to sub-ordinate authorities (Rule 13(2) of DFPR	To re-delegate to sub-ordinate authorities the powers up-to the limit of those vested in Secretary-cum-Scientific Director in all matters, except the following: i) Creation of posts. ii) Write-off of losses not specifically provided.			As per DFPR
2.	Power to incur capital expenditure (GOID(30 below Rule 13 of DFPR	Sanctioning expenditure up to Rs.one Crore annually subject to budget provisions.	Up to two crores annually subject to budget provisions	Full Powers	
3.	Declaring a Gr. A. Officer as the Head of Office (DFPR-14)	Full powers			As per DFPR
4.	Appropriation and re-appropriation. (Sc IV Rule 10 and 13- DFPR)	Full powers, subject to provisions of DFPRs, 1978			As per DFPR
5.	Creation of temporary posts Rule 11&13- Schedule III) of DFPR			Full Powers	As per DFPR
6.	Conversion of temporary posts into permanent posts. (Rule11 & 13 of DFPR))	Full powers in respect of Group B, C and D posts, after three years from the creation of the temporary post and duly filled in.	Full powers in respect of posts in Group A after three years from creation of the temporary post and duly filled in.		As per DFPR

7.	Miscellaneous Expenditure	Full powers			DFPR 13
8.	Sanction of permanent advance	Full powers			GFR-90
9.	Execution of work, petty works and repairs	Full Powers up to Rs10 lakh and Rs. 20 lakh per annum		Full powers	GFR
10.	Sanctioning of expenditure on Schemes (Rule 18 of DFPR read with Rule 13)	Up to 50 lakhs	Up to 1 crore	Full powers	As per DFPR
11.	Sanctioning grants-in-aid for provision of amenities or recreational or welfare facilities of staff of the Commission – Office/ Residential Complex	Up to 5 lakh		Full power	As per DFPR
12.	To write off loss of revenue or irrecoverable loans and advances (Schedule VII Rules 13 of DFPR)	Up to Rs. *Ten thousand annually.	Upto Rs.*Twenty thousand annually	Full powers	The write off shall be after due inquiries and only in respect of matters in respect of which no enquiry – investigation or other administrative or judicial actions are in progress or contemplated. * subject to revision of limit as per Schedule VII of Rule 13 DFPR as amended

					from time to time
13.	House Building Advance to the Staff of the Commission	Full powers except in the case of Secretary -cum Scientific Director	Full powers		HBA Rules of the Central Government will apply.
14.	Contingent Expenditure for purchase of stores including office furniture/office equipment, apparatus, glassware, chemicals, laboratory fittings etc.	Rs. 10 lakhs per item and Rs. 1 crore per annum.	Rs. 25 lakhs per item and Rs. 2 crore per annum.	Full power	
15	Printing and binding	Rs. 50 lakhs	Full powers		
16	Petty contingent expenditure and imprest	Rs. 30,000/- per annum	Rs. One lakh per annum		
17	Purchase of stationery	Full powers as available to HOD as per DFPR			
18	Motor vehicle maintenance and up keeping	Full power as available to HOD as per DFPR			
19	Postage charges	Full powers as available to HOD as per DFPR			
20	Municipal charges - water, house tax and other statutory taxes	Full powers as available to HOD as per DFPR			
21	Telephone electricity charges	Full powers as available to HOD			
22	Treating periods of training or instructions in India of an employee of the Commission as on duty.	Full Powers			Central Government norms apply- FR9(6)
23.	Treating as 'duty' a period of enforced halt occurring en-route on a journey connected with a tour, transfer or training.	Full powers			Central Government norms apply- FR9(6)
24.	Declaration as to relative degrees of responsibility of two posts.	Full powers			Central Government norms apply FR(22)

25	i) Suspending a lien	Full powers in respect of posts for which the Secretary-cum-Scientific Director is the Appointing Authority	Full powers		-do- FR 14(B)
	ii) Transferring a lien	Full powers in respect of posts for which the Secretary-cum-Scientific Director is the Appointing Authority	Full powers		
26.	Granting of Special Pay, Fee Honorarium & Subsistence Allowance to Commission employees.	Powers as per Government norms		Full powers	FRs
27.	Granting Special Casual Leave to an employee of the Commission on account of sports or cultural activities etc.	Full Powers			Leave rules and government instructions
28.	Sanctioning study leave to an Employee of the Commission.	Full Powers			Leave rules and government instructions
29.	Permitting the calculation of joining time by a route other than that which travels ordinarily use.	Full Powers			FRs and SRs
30.	Extending the joining time admissible under the rules beyond the maximum of 30 days or Extending joining time on certain conditions within a maximum of 30 days.	Full powers			FRS & SRs
31.	Sanctioning transfer to foreign service in India.	Full powers	For Group 'A' post		FRs & SRs

32.	Declaring the grade in which part time or fee paid employee of the Commission shall rank	Full powers			FRs & SRS
33.	Granting of Motor Car/Conveyance allowance	Full powers			GFR
34.	Sanctioning cycle allowance	Full powers			GFR
35.	Allowing mileage allowance to be calculated by a route other than the shortest/cheapest.	Full powers			TA rules
36.	To permit an employee of the Commission accompanying foreign delegation/ VIP as liaison Officer to avail of the same mode of travel and/or the same arrangement at outstations for boarding/lodging as provided to the Delegation /VIP.	Full Powers			
37.	Declaring an Officer as Controlling Officer for traveling allowance purpose.	Full powers			GFR & DPFs
38.	Allowing an employee of the Commission to travel by a higher Class than the one in which he is entitled.	Full powers			TS rules
39.	Permitting an employee of the Commission who is not ordinarily entitled to travel by air.		Full powers		TA rules.
40.	Reimbursement of actual cost of travel by Special means of conveyance in lieu of payment of daily allowance or mileage allowance.	Full Powers			TA rules
41.	Sanctioning Daily Allowance for	Full powers			TA rules

	intervening Sunday or Holiday when an employee is forced to stay at the place of duty while on tour.				
42.	Deciding the rates of T.A. admissible to an employee of the Commission deputed to undergo a course of training.	Full powers			TA rules.
43.	To allow expenses for carriage of personal effects by road between stations connected by rail.	Full powers			TA rules
49.	Power to countersign own TA claims.	Full powers			TA rules
50.	Sanctioning provisional payment of pay to a Gr. B, C, or D Officer, certificate.	Full Powers to sanction provisional payment of substantive pay for a period of six months.			
51.	Powers to order destruction of obsolete records.	Full powers			GFR.
52.	To order sale by auction or otherwise dispose of un-serviceable stores or perished articles.	Full powers			Bye-laws of IPC
53.	Powers to employ outsiders in an officiating capacity in vacancies caused by the grant of leave to incumbents of group 'B'/'C' posts for which no leave reserve arrangement exists.	Full Powers			Bye-laws of IPC
54.	Powers to insure vehicles of the Commission.	Full powers.			
55.	Sanctioning advances in connection with leave travel concession.	Full Powers			

56	Powers to fix hire charge for use of Staff car/ Vehicle of the Commission for private purpose.	Full Powers as per Staff Car Rules of Govt.			
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SCHEDULE-II
[See Bye-Laws 18]

			Authority Competent to impose penalties and the penalties that it may impose with reference to Rule 11 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965		
S.No	Description of Posts	Appointing Authority	Disciplinary Authority	Penalties under Rule 11 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965	Appellate Authority
1.	GROUP 'A' POST i) Secretary-cum-Scientific Director	Government	Government	All penalties, subject to the condition that penalties (v) to (ix) shall not be imposed without the prior approval of the Central Government	Government
	ii) Other Group 'A' Posts	Governing Body	a) Governing Body b) Chairman, Governing Body	a) All penalties b) Penalties (i) to (iv)	General Body b) Governing Body
2.	GROUP 'B' POSTS	Chairman, Governing Body	a) Chairman, Governing Body b) Secretary cum-Scientific Director	a) All penalties b) Penalties (i) to (iv)	Governing Body b) Chairman, Governing Body
3.	GROUP 'C' POSTS	Secretary-cum-Scientific Director	Secretary-cum-Scientific Director	All penalties	Chairman-Governing Body
4.	GROUP 'D' POSTS	Secretary-cum-Scientific Director	Secretary-cum-Scientific Director	All penalties	Chairman-Governing body