



SATYAJIT RAY FILM & TELEVISION INSTITUTE
(An academic Institution under the Min. of I&B, Govt. of India)

SERVICE BYE-LAWS

Under Rule 36(1) of the Rules of the Institute. Governing Council hereby makes and adopts the following Bye-Laws:

CHAPTER I –PRELIMINARY

1. Short title and commencement

- 1.1 These Bye-Laws shall be called the Satyajit Ray Film & Television Institute (Services) Bye-Laws.
- 1.2 They shall be deemed to have come into force on 7.9.96

2. Application

- 2.1 These Bye-Laws shall apply to every employee of the Institute.
- 2.2 Notwithstanding anything contained in clause (1), the Governing Council may, by agreement with any employee, make such special provisions regarding his conditions of service as it considers necessary and thereupon these Bye-Laws shall not apply to such employees to the extent to which the special provisions are inconsistent therewith.

3. Definitions:

- 3.1 In these Bye-Laws, unless the context otherwise requires:
 - 1] “Appointing Authority”, in relation to any post under the Institute means the authority competent to make appointment to that post under Bye-Law 6.
 - 2] “Borrowed employee” means an employee of any authority whose services are obtained by the Institute on loan.

- 3] "Disciplinary authority" in relation to a post means the authority competent to initiate Disciplinary proceeding against an employee holding that post under Bye-Law 41 and to impose such penalties as are defined under Bye-Law 40.
- 4] "Employee" means a person serving the Institute in any post specified in the First Schedule.
- 5] "Foreign Service" means service for which any employee receives with the approval of the Appointing Authority his/her pay from any source other than the funds of the Institute.
- 6] "Government" means the Govt. of India and shall in the context of the Institute refer to the Ministry of Information & Broadcasting in the Govt. of India.
- 7] "Institute" means Satyajit Ray Film & Television Institute, Kolkata.
- 8] Pay means the pay admissible on the relevant date and includes special pay & personal Pay as well as deputation allowance in case of borrowed employees, but shall not include any other allowances, fee or honorarium.
- 9] "Registrar" means such officer of the Institute as may be appointed by the Governing Council in this behalf.
- 10] "Selection Committee" means the Standing Committee on appointments constituted under Rule 36(2)(B) of the Rules of the Institute.
- 11] "Sanctioning authority" in relation any post or class of posts means the authority competent under these Bye-Laws to sanction that post or class of posts.
- 12] "Student" means a person enrolled in the rolls of the Institute as a Student/ Research Fellow/Research Officer and
- 13] "Schedule" means a Schedule to these Bye-Laws.

- 3.2 All words and expressions used but not defined in these Bye-Laws and defined in the Rules of the Institute shall have the meaning respectively assigned to them in the said Rules.

CHAPTER II – CREATION AND GRADATION OF POSTS

4. Grades and Categories of posts :

- 4.1 The posts under the Institute shall be of the categories specified in the First Schedule.
- 4.2 The Governing Council may direct-
- i] The creation of any new posts or abolition or any existing posts;
 - ii] The creation or abolition of any category of posts; or
 - iii] The transfer of any category of posts from one grade to another; and thereupon the First Schedule shall stand amended in accordance with such direction. Provided that the proposals relating to emoluments structure i.e. adoption of pay scales, allowances and revision thereof and creation of posts maximum of the scale of pay of which exceeds Rs.4000/- p.m. (revised) would need the prior approval of the Govt. of India
 - iv] Provided further that the proposal relating to creation of Group 'B', 'C' and 'D' posts would require prior approval of Secretary in the Ministry of Information & Broadcasting.

5] Number and duties of posts :

The sanctioning authority in relation to any category of posts shall have, with prior approval of the Govt., the power-

- i) to determine the number of posts in that category;
- ii) to create or abolish any post in that category;
- iii) to determine whether any post created in that category shall be temporary or permanent;
- iv) to specify the period for which a temporary post is created; and

- v) to determine the duties attached to any post in that category.

CHAPTER III – RECRUITMENT

6. Appointing Authority :

Sl. No.	Description of post	Appointing Authority	(a) Authority Competent to impose penalties and (b) Extent of penalties it may impose with ref. To rule 40 of the Bye-Laws as applicable to the employees of SRFTI	Appellate Authority
1	Posts of Controller of Admn., CAO, Dean(F), Dean(TV) & Registrar and any post carrying a scale of pay the maximum of which exceeds Rs.5000/- p.m.	Chairman of the Governing Council	(a) Chairman of the Governing Council (b) All the penalties specified in Rule 40 of the Bye-Laws as applicable to the employees of the SRFTI	Governing Council
2.	All posts excluding posts mentioned in 1& 3 of this table/ i.e. posts which carry scale of pay the maximum of which is not more than Rs.5000/- p.m. but not less than Rs. 2300/- p.m.	Director	(a) Director (b) All the penalties specified in Rule40 of the Bye-Laws as applicable to the employees of the SRFTI.	Chairman of the Governing Council
3.	All employees of the SRFTI holding posts carrying a pay or a scale of pay with a maximum of Rs.2900/- or less.	Registrar	(a) Registrar (b) All the penalties specified in Rule40 of the Bye-Laws as applicable to the employees of the SRFTI.	Director

7. Creation of posts :

All proposals relating to creation of posts will be first considered by the Standing Finance Committee which will, after considering the same, refer it to the Governing Council, with specific recommendations.

8. Methods of recruitment:

Recruitment to a post under the Institute may be made-

- (i) by direct recruitment;
- (ii) by promotion;
- (iii) by appointment of a borrowed employee, or
- (iv) by any other method as may be determined by the Governing Council.

9. Direct Recruitment:

The Appointing Authority may on the recommendation of a Selection Committee, make appointments to any post by direct recruitment-

- i) from amongst candidates recommended by the Employment Exchange on requisition, or
- ii) from amongst candidates applying in response to any advertisement.

10.(a) Recruitment by promotion

10.1 Appointment to a post in any grade by promotion shall be made whether in a substantive or officiating capacity from amongst the employees serving in the Institute as per the Recruitment Rules for the concerned post.

10.2 Every appointment by promotion shall be by selection on the basis of merit, with due regard to seniority.

10.(b) Appointment of a borrowed employee:

10.3 A borrowed employee may be appointed to any post on such terms & conditions as the Sanctioning Authority may deem proper.

11.(a) Qualifications:

11.1 The Governing Council may lay down Recruitment Rules for the various posts. The qualifications for appointment to any post shall be such as may be prescribed in these Rules.

11.(b) Power to relax :

11.2 The Governing Council may, for reasons to be recorded in writing, relax any provisions of these Recruitment Rules with respect to any category of persons.

Nothing in these Bye-Laws shall affect reservations required to be provided for the Scheduled Caste/Scheduled Tribe communities and other Backward classes in accordance with orders issued by the Central Government from time to time, in this regard.

12. Fitness :

No person shall be appointed to any post direct recruitment unless;

(i) he/she produces at his/her own cost a certificate of physical fitness from a medical practitioner approved by the Director in this behalf.

Provided that the Governing Council may, for sufficient reasons relax the medical requirements in any particular case/cases or dispense with such medical examination in any case of class of cases.

Provided further that the certificate will not be required in case of temporary appointments of three months' duration or less.

(ii) The Appointing Authority is satisfied that he/she possesses good character and antecedents.

13. Probation :

13.1 There will be no probation period for promotion within the same grade. There will be probation period of two years in case of direct recruitment as well as for promotion from one post of one grade to another post of higher grade. Even if one existing employee of SRFTI is appointed in a post as direct recruit, he will be required to undergo probation period of two years.

Provided that the Appointing Authority may in any individual case, extend the period of probation.

13.2 Where a person appointed to a post under the Institute on probation is, during his period of probation, found unsuitable for holding that post, or has not completed his/her period of probation satisfactorily, the Appointing Authority may for reasons to be recorded in writing:

- (1) in the case of persons appointed by promotion revert him/her to the post held by him/her immediately before such appointment;
- (2) in the case of a person appointed by direct recruitment, terminate his/her services under the Institute without notice.

13.3 Every person appointed to a permanent post under the Institute by promotion or by direct recruitment shall, on satisfactorily completing his/her period of probation, be eligible for substantive appointment to that post.

14. Temporary & Permanent Service :

14.1 An employee shall be temporary employee of the Institute unless he/she is confirmed in a post in the Institute as per Central Govt. orders on the subject, issued from time to time.

14.2 An employee who is confirmed in a post in the Institute shall be a permanent employee.

15. Termination of Service

15.1 The service of a temporary employee may be terminated by the Appointing Authority without assigning reasons therefore –

- (i) During the period of probation following the first appointment, at any time without notice;
- (ii) After such period of probation, at any time by a notice of one month in writing, given by the Appointing Authority to the employee, or at any time without notice on payment of one month's pay.

15.2 Notwithstanding the provisions of (1), the service of a temporary employee shall terminate -

- (i) If his/her employment is made for a specific period, on the expiry of such period or
- (ii) If his/her appointment is made against a temporary post, or the abolition of the post on the expiry of the period for which the post is created.

16. Retirement :

16.1 An employee shall retire from the service of the Institute -

- (i) On the last day of the month in which he/she attains the age of 60 years; or
- (ii) On his/her being declared medically unfit for service by a Medical Board to be designated by the Appointing Authority in this behalf.

16.2 Notwithstanding anything contained in clause (1), the Appointing Authority may require or permit any employee to retire on his/her attaining the age of 50(fifty) years or any time thereafter, after giving a notice of three months.

17. Resignation

17.1 An employee may resign from the service of the Institute by giving to the Appointing Authority in writing a notice of three months in case of confirmed employees and a notice of one month in case of a temporary employee.

17.2 The Appointing Authority may, if it deems proper in any special circumstances, permit an employee to resign from the service of the Institute by shorter notice than is prescribed in clause (1) above.

17.3 Resignation will be deemed to be operative only after it has been accepted by the Appointing Authority.

18. Agreements :

Every employee of the Institute shall accept in writing the terms & conditions of his/her appointment before joining the Institute.

CHAPTER V – PAY

19. Initial Pay :

19.1 An employee shall, on his appointment to a post on a time scale of pay, draw at the lowest stage of the time scale.

Provided that, when such appointment is made by promotion-

(i) if the employee has been drawing a higher pay in any other substantive appointment under the Institute immediately before his/her appointment to such post, he/she shall draw pay at the stage next higher to such pay; and

(ii) if he/she has previously served in the same post or any other post under the Institute on the same or identical time-scale of pay, and was drawing a pay higher than the pay admissible to him/her under clause (i), he/she shall draw such higher pay and the period of his/her duty in such post on such pay shall also be counted for purpose of increment.

19.2 Notwithstanding anything contained in clause (1), the Appointing Authority may decide that the employee shall draw pay at any higher stage than that fixed under the aforesaid clause.

20. Increments :

20.1 An increment shall be drawn in the time scale of pay with effect from the first day of the relevant month, unless it is withheld under the provisions of chapter XII of these Bye-Laws.

20.2 The Governing Council may, in recognition of the exceptional and outstanding merit of an employee sanction to him/her such additional increments not exceeding five as it may deem fit.

Provided that such additional increments are not granted more often than once in three years.

20.3 The Appointing Authority shall be the Competent Authority to allow an employee to cross the efficiency bar, if any, in his/her time scale.

21. Service for increments :

The following service shall count for increments in the time scale of a post:

- (i) Duty in that post or any other post of the same or higher grade, whether continuous or not;
- (ii) Duty in equivalent or higher post in foreign service; and
- (iii) Leave, other than extra ordinary leave.

Provided that the Appointing Authority may direct that extra-ordinary leave shall also count for increments if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee or in the public interest.

22. Pay during leave :

Pay during leave would be admissible as per the Central Government rules amended from time to time.

23. Special Pay, Honorarium and Fee:

The Governing Council may sanction to an employee such special pay, honorarium or fee and on such condition as it may deem fit.

24. Drawal of Pay :

24.1 An employee shall be entitled to draw the pay of the post of which he/she is appointed from the date on which he/she assumes charge of that post, if the charge is transferred before noon on that date. If the charge is transferred after noon, he/she shall draw pay from the following day.

24.2 Pay in respect of any month shall become payable on the last working day of the month.

24.3 An employee resigning from the service of the Institute without the notice prescribed by Bye-Law 17, shall not, unless the

Appointing Authority directs otherwise, be allowed to draw pay due but not drawn.

Provided that the pay so not allowed to be draw shall not exceed the pay for one month.

CHAPTER VI – ALLOWANCES

25. Kinds of Allowances :

The following allowances will be admissible to an employee of the Institute on the same rates and conditions as are admissible to the employees of the Govt. of India, from time to time.

- (i) Dearness Allowance
- (ii) City Compensatory Allowance
- (iii) House Rent Allowance
- (iv) Conveyance Allowance
- (v) Children's Education Allowance (including reimbursement of tuition fees)
- (vi) Travelling and Daily Allowance
- (vii) Overtime Allowance
- (viii) Washing Allowance
- (ix) Any other allowance which the Governing Council may deem fit to sanction in the interest of the Institute.

26. Loans and advances :

26.1 Interest bearing advances for House Building and for purchase of conveyance and for purchase of professional equipment/tools may be granted to the employees of the Institute on such terms and conditions as may be decided upon by the Governing Council.

26.2 Non-interest bearing advances like Festival Advance, advance of pay, advance of travelling allowance etc. may also be granted to the employees of the Institute on such terms & conditions as may be decided upon by the Governing Council.

27. Subsistence Grant :

27.1 An employee under suspension shall be entitled to the following payments, Viz.:

(a) A subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half pay and, in addition, dearness allowance, if admissible on the basis of such leave salary.

Provided that where the period of suspension exceeds twelve months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowances for any period subsequent to the period of the first 12 (twelve) months as follows:

(i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of first 12 (twelve) months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the employee;

(ii) The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the first 12 (twelve) months, if, in the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be recorded in writing directly attributable to the employee;

(iii) The rate of dearness allowance will be passed on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clause (i) and (ii) above.

- (b) Any other compensatory allowance admissible from time to time on the basis of which the employee was in receipt on the date of suspension, subject to the fulfillment of other conditions laid down for the drawal of such allowance.

27.2 No payment under clause (1) shall be made unless the employee furnishes a certificate that he/she is not engaged in any other employment; business, profession or vocation.

Provided that in the case of an employee dismissed, removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or removal or compulsory retirement, under sub-rule (3) or sub rule (4) of rule 12 of the Central Civil Services (Classification, control and Appeal) Rules, 1965, and who fails to produce such a certificate for any period or periods during which he is deemed to be placed or to continue to be under suspension, he shall be entitled to the subsistence allowances and other allowances equal to the amount by which his earnings during such period or periods as the case may be, fall short of the amount that would be otherwise admissible to him where the subsistence allowance and other allowances admissible to him are equal to or less than the amount earned by him nothing in this proviso shall apply to him.

28. Allowances during leave :

28.1 House Rent Allowance and City Compensatory Allowance shall be admissible to an employee on leave other than extra-ordinary leave or study leave as follows:

- (1) During casual leave, special casual leave or compensatory leave, the same as on duty;
- (2) During leave with allowances the same as he was drawing immediately preceding the commencement of leave.

Provided that the City Compensatory Allowance shall not be admissible unless the employee resided at the Headquarters of the Institute for not less than half of the month for which it is claimed, and in the case of House Rent Allowance, he continues to actually incur the expenditure.

29. Leave Travel Concession :

Employees of the Institute shall be entitled to leave travel concessions on the same terms and conditions as are admissible to the employees of the Govt. of India from time to time.

30. Travelling and Daily Allowance :

30.1 Travelling allowance and daily allowance for journeys performed by the employee on duty shall be admissible in accordance with the provisions of the Government of India Rules as amended from time to time.

30.2 The Director shall have the power to permit the employees of the Institute to travel by air when justified in the interest of service.

30.3 Members of the General Body of the Institute and non-official Members of the Committees constituted by the Institute and individuals who may be called upon to undertake specific items of work for the Institute may be reimbursed the cost of the air journey/air-conditioned accommodation where considered justified by the Director.

31. Drawal of Allowances :

31.1 Dearness Allowance, City Compensatory Allowance and House Rent Allowance admissible to an employee for any month shall be payable on the last working day of the month along with his pay.

31.2 Travelling Allowance, leave travel concession and daily allowance shall ordinarily be payable on return of the employee to his headquarters.

Provided that the Director or an officer authorized by him may sanction payment in advance of such sum as he deems fit towards such allowance.

31.3 An employee resigning from the service of the Institute without the notice prescribed by Bye-Law 17 shall not, unless the Appointing Authority directs otherwise, be allowed to draw the allowance due but not drawn.

Provided that the allowances not allowed to be drawn shall not exceed the allowances for one month.

CHAPTER VII – MEDICAL FACILITY

32. An employee shall be entitled to such medical facilities as are available to Central Government employees from time to time under CSMA Rules, including CGHS facilities. Until such time the CGHS facilities are introduced, the employees shall be eligible for reimbursement of medical expenses as per such terms and as approved by the Governing Council.

CHAPTER VIII – LEAVE RULES

33. Leave Rules :

Leave will be admissible to the employees of the Institute in accordance with the provisions of CCS (Leave) Rules 1972, as applicable to the Central Government employees from time to time.

CHAPTER IX – RETIREMENT AND OTHER BENEFITS

34. Provident Fund-cum-Gratuity

An employee of the Institute other than a borrowed employee shall be eligible to the benefits of the Contributory Provident Fund-cum-Gratuity of the Institute. Gratuity shall be payable to an employee of the Institute on termination of his employment after he has rendered continuous service for not less than 5 years (a) on superannuation; or (b) on his retirement or resignation; or (c) on his death or disablement due to accident or disease.

35. Settlement of terms of employees transferred from State or Central Government or from autonomous organizations sponsored by the State of Central Governments:

35.1 When a permanent employee of the State or the Central Government or of an autonomous organization sponsored by the State or Central Government is transferred to the Institute, he shall have the option of either retaining the retirement benefits available to him under the Rules of the lending organization or of being governed by the Bye-Laws of the Institute provided that the lending organization agrees to the sharing of liabilities in the manner set out in clauses (2) and (3). This option shall also be available to quasi-permanent and temporary employees after confirmation within the Institute.

35.2 (i) If the employees opt to retain the retirement benefits available to him under the rules of the lending organization, that organization shall undertake to pay pension due to the individual on his retirement, but recover the capitalized value (commuted value of pension plus proportionate death-cum-retirement gratuity) of the Institute's share of the pension, calculated on the basis of the service rendered with the Institute.

(ii) In the event of the death of the employee while in service of the Institute, the family pension/death-cum-retirement gratuity due to the family of the employee shall be admissible

under the rules of the lending organization concerned and the liability thereto apportioned as under sub-clause (i) above.

- 35.3 If the employee elects to be governed by the Bye-Laws of the Institute, the lending organization shall pay to the Institute Contributory Provident Fund contributions and interest thereon for the period for which he has served in the lending organization in accordance with the rules and procedure of the Organization.

CHAPTER X – GENERAL CONDITIONS OF SERVICE

36. Whole time employment:

- 36.1 The whole time of an employee shall be at the disposal of the Institute and he may be employed by the Institute for the performance of such duties as may be assigned to him.
- 36.2 Without prejudice to the generality of clause (1).
- (i) an employee may be sent on deputation or required to under go a course of study or instruction within or outside India;
 - (ii) an employee may be required to serve the Institute at any place and in any post not lower than the post to which he is substantively appointed.

CHAPTER XI – CONDUCT RULES

37. The Central Civil Services(Conduct) Rules, 1964 would be applicable to the employees of the Institute.
38. **General :**
- 38.1 Every employee shall at all times maintain absolute integrity and devotion to duty.
- 38.2 Every employee shall abide by and comply with the rules and Bye-Laws of the Institute and all orders and directions of his superior authorities.

CHAPTER XII – DISCIPLINE

39. Suspension :

39.1 The Appointing Authority or any other authority superior thereto may place an employee under suspension:

(a) where a disciplinary proceeding against him is contemplated or is pending; or

(b) where a case against him in respect of any criminal offence is under investigation or trial.

39.2 An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of his detention, by an order of the Appointing Authority in and shall remain under suspension until further orders.

39.3 An order of suspension made or deemed to have been made under this Bye-Law, may at any time be revoked by the authority which makes or is deemed to have made it, or by any superior authority.

40. Penalties :

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee-

i) Censure;

ii) Withholding of increments or promotion;

iii) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of the rules or Bye-Laws of the Institute or orders or directions of superior authorities;

iv) Reduction to a lower grade or post or to a lower stage in a time-scale;

v) Compulsory retirement; and

vi) Dismissal from service.

41. Authority competent to impose a penalty :

The Appointing Authority or any other authority referred to in Bye-Law 6 which may be superior to the Appointing Authority may impose on an employee any of the penalties specified in Bye-Law 40.

42. Procedure for imposing Penalties :

No order imposing any penalty on an employee shall be passed except after:

- (a) the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he may wish to make; and
- (b) such representation, if any, is taken into consideration by the Authority, imposing the penalty.

43. Special Provision regarding borrowed employees

1. Where an order of suspension is made or a disciplinary proceeding is commenced against a borrowed employee, the lending authority shall forthwith be informed of the circumstances leading to the order of suspension or commencement of the disciplinary proceeding, as the case may be.
2. In the light of the findings in the disciplinary proceeding taken against such employee;
 - (i) if the authority imposing the penalty is of the opinion that any of the penalties specified in clause (iv) to (vi) of Bye-Law 40 should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary; and
 - (ii) if the authority imposing the penalty is of the opinion that any other penalty should be imposed on him, it

may after consultation with the lending authority, pass such orders on the case as it deems necessary;
Provided that in the event of a difference of opinion between the lending authority and the authority imposing the penalty, the services of the employee shall be replaced at the disposal of the lending authority.

Explanation:

In this Bye-Law, the expression "Lending Authority" means the authority which has placed the services of the borrowed employee at the disposal of the Institute.

CHAPTER XIII – APPEAL AND REVIEW

44. Appellate Authorities :

An appeal shall lie from any original order made:

- (i) By the Registrar to the Director;
- (ii) By the Director to the Governing Council;

45. Period of limitation for appeal :

No appeal shall be entertained unless it is submitted within a period of three months from the date on which the order appealed against is communicated to the person concerned.

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient reason for not submitting the appeal in time.

46. Form, Contents and submission of appeal :

- 1) Every person submitting an appeal shall do so separately and in his own name;

- 2) The appeal shall be addressed to the appellate authority shall contain all material statements and arguments on which the appellant lies shall not contain any disrespectful or improper language and shall be complete in itself.
- 3) Every appeal shall be submitted to the Director, who shall, unless he/she is himself/herself the appellate authority, transmit it to the appellate authority.

47. Consideration of Appeals :

The appellate authority shall consider every appeal in such manner as it deems fit and pass such orders as it deems proper in the circumstances of the case.

48. Review :

The Governing Council may, on its own motion or otherwise, review any order made by any authority and pass such orders as it deems fit in the circumstances of the case;

Provided that no order imposing an enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

49. Orders on Reinstatement :

Where an employee who has been dismissed or suspended, is reinstated, the authority reinstating him shall make an order specifying;

- (i) Whether the employee may draw for the period of his absence from duty any pay and allowance in addition to the pay and allowances admissible under the Bye-Law 27.
- (ii) Whether such period may be treated as duty for all or any purposes.

CHAPTER XIV – MISCELLANEOUS

50. Residential Accommodation for Employees :

- 1) The employees of the Institute may be provided with unfurnished houses, if available, in which they may be required to reside, subject to such conditions as may be laid down by the Governing Council.
- 2) The Governing Council may authorize the grant of rent-free furnished or unfurnished accommodation if it considers necessary to do so in the interests of the Institute.
- 3) The permanent Employees of the Institute shall be entitled to the grant of House Procurement loans at the discretion of the Institute on such terms & conditions as may be laid down by the Standing Finance Committee.

51. Holidays :

The Institute shall observe maximum 16 holidays per year, as may be decided by the Director of the Institute keeping in view the guidelines of Govt. of India.

52. Authentication and Exercise of Authority :

All orders and decisions of the Institute and of the Governing Council shall be authenticated by the Signature of the Director or by such other officer as may be specified by the Institute in this behalf.

All powers and authority in these Bye-laws shall be executed by the Person or committee or authority concerned as specifically mentioned in the Bye-Laws. However, in cases when the post of the concerned authority has fallen vacant or the person concerned is on leave, then the next higher Authority shall be automatically deemed to have been authorized by the Governing Council to exercise such power or authority or such power or authority shall be specifically executed by such other person or authority as may be specifically authorized by the Governing Council on that behalf.

53. Service Books and Character Rolls :

53.1 The Institute shall maintained Service Book and Character Rolls of each employee in such form and in setting out such particular as may be prescribed by the Director/Registrar as the case requires.

53.2 Entries in the Service-Book of an employee shall be authenticated by the Controlling Authority or by such officer as may be specified by such authority.

53.3 The entries in the Character Roll of an employee shall be made according to the procedure laid down by Govt. of India.

54. Delegation of Power By Director :

The director may, subject to the approval of the Governing Council, delegate any of the powers vested in him under these Bye-Laws to any officer/faculty member of the Institute or a committee of persons nominated by him.

55. Residuary Powers :

All matters relating to the conditions of service of an employee for which no provision is made in these Bye-Laws shall be determined by the Governing Council in confirmity with the Government Rules in force.

56. Power to relax :

Notwithstanding anything contained in these Bye-Laws the Governing Council may, in the case of an employee, relax any of the provisions of these Bye-Laws to relieve him of any undue hardship arising from the operation of such provisions or in the interest of the Institute.

57. Removal of Doubts :

Where a doubt arises as to whether any authority of the Institute is superior to any other authority or as to the Interpretation or application of any of the provisions of these Bye-Laws, the decision of the Governing Council thereon shall be final.

