

**BYE-LAWS
OF THE
NATIONAL COUNCIL OF SCIENCE MUSEUMS**

**FORMULATED ON JANUARY 18, 1979
AMENDED ON FEBRUARY 27, 1984
FURTHER AMENDED ON JANUARY 24, 1987**

BYE-LAWS

Preparation of Budget Estimates

1. **Not later than the 1st February of each year the Director General will prepare detailed estimates of the receipts and expenditure, and the anticipated opening and closing balance of the Society for the ensuing financial year. These estimates will be prepared in two parts :**
Part I relating to Non-Plan income and expenditure on revenue account.
Part II relating to Plan expenditure showing Capital and Recurring items separately.
2. Should it be proposed, during the course of a financial year, to finance any approved scheme which has not been included in the estimates for that year the sanction of the Governing Body shall be obtained to the method proposed for financing it, whether that be by means of a supplementary grant from the balance, or by re-appropriations within the sanctioned estimates.

Sanction of Budget Estimates

3. Director General in consultation with the Financial Adviser to the Ministry or Dept. dealing with NCSM shall formulate and present the Budget Estimates of the Society and its Museums/Centres to the Governing Body for approval. The approved Estimates shall thereafter be submitted to the Government of India.
4. One copy of the finally sanctioned estimates shall be kept by the Finance & Accounts Officer of the Society and another shall be supplied to the Accountant-General, Central Revenues. All variations in the estimates sanctioned by the competent authority during the year shall be similarly communicated.
5. The approval of Governing Body shall be obtained in regard to all schemes/projects proposed to be financed from the funds of the Society and which are beyond the powers delegated by Governing Body to any committee/authority/officers. In case of schemes/projects sanctioned under the delegated powers of any committee/authority/officers, a report shall be made to the Governing Body for information.
6. The Director General may sanction any additional grant for any scheme approved by competent authority in terms of Bye-law 5 upto the following financial limits:
Where the cost of approved scheme is Rs.50,000/= or less.... Rs.5,000/=
Where the cost of approved scheme exceeds Rs.50,000/= Rs.10,000/= provided that such grant is not inconsistent with the nature and object of the scheme itself.

Appropriation

7. The funds of the Society shall not be appropriated for expenditure on any item which has not been approved by the competent authority under these Bye-laws.
8. The primary units of appropriation will ordinarily be "Central Administration", individual Science Museum/Centres etc; secondary units being opened, subordinate thereto, as may be required.
9. The funds provided in the sanctioned estimates shall be deemed to be at the disposal of the Director General who will have full powers to appropriate sums therefrom to meet expenditure on each item which has been approved by the competent authority.

Re-Appropriation

10. The Director General shall have power to re-appropriate funds from one unit of appropriation to another provided that:
 - (i) the total sanctioned cost of each approved scheme be not thereby exceeded except to the extent permitted by Bye-law 6; and
 - (ii) such re-appropriation shall not have the effect of involving the Society into further outlay in the following years on the same scheme.

Expenditure Sanction and Administrative Powers

11. No expenditure from the Society shall be incurred without the sanction of the competent authority.
12. (a) The Director General shall have full powers of the Head of a Department of the government of India, under the delegation of Financial Power Rules, 1958 as amended from time to time and under the Fundamental and Supplementary Rules. The Director General shall also have powers as defined in the 'Delegation of Powers to the Director General, NCSM' in appendix A and appendix C.
 - (a) The Director General shall have powers to declare such officer as Director of Museum/Centre, who will hold charge of an individual museum/centre having a separate Executive Committee and who will be in a grade not below Curator E1, acting as such for some time.
13. (a) The officers who will be declared as Directors by the Director General, NCSM, shall exercise all the powers of a Head of Department as prescribed by the Government of India from time to time, and shall have powers as defined in the 'Delegation of Powers to the Directors in appendix A and appendix C'.
 - (b) Other subordinate officers may be empowered by the Director General or Director of Museum/Centre to exercise financial powers as defined in 'Delegation of powers to subordinate officers in NCSM' in appendix B.
14. A sanction to expenditure will not become final until there has been an appropriation of funds under these Bye-laws to cover it.
15. Expenditure in excess of the net appropriation and valid re-appropriation for the year under each unit shall require the sanction of the Governing Body.

Contracts

16. Save as otherwise provided in Rule 64 of the NCSM, all contracts shall be executed on behalf of the Society by an officer or officers of the Society as authorised by the Director General and countersigned by such officer or officers as may be appointed by the Director General for the purpose provided that in case of the staff recruited by the Society from outside India

all contracts in relation thereto shall be executed on behalf of the Society by such persons as may from time to time be nominated for the purpose by the Director General.

In processing and execution of contracts, the principles laid down in the General Financial Rules of the Government of India shall be observed.

17. The Director General may finally approve the form and substance of all contracts.\
18. The Administrative Officer of the respective museum/centre shall sign and the Finance & Accounts Officer of the museum/centre shall countersign all contracts and agreements relating to the museum/centre. In absence of any of these officers the Head of Museum/Centre shall nominate the officer dealing with the subject or any other officer to sign or countersign the contract/agreement. The Administrative Officer shall have the power to defend or file suits or other legal proceedings on behalf of the respective museum/centre subject to reporting such matters to the Director General, NCSM at the earliest.

Investments

19. The funds of the Society may be invested only in such manner as may be prescribed by the Government of India.
20. All investments of the funds of the Society shall be made in the name of the Society, All purchases, sales or alterations of such investments shall be effected on the authority of the Director General and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Society funds shall be executed by an Officer authorised by the Director General.
The sale custody of the scrips/securities will remain in the personal charge of an officer of the Society authorised by the Director General for the purpose and will be verified once in six months with the Register of Securities maintained under Bye-law 23 and a certificate of verification will be recorded by the officer of the Society in the Register.

Drawing of Funds

21. Funds will not be drawn from the Bank except on a cheque signed by such officer as may be duly empowered in this behalf by the Director General and countersigned by an officer authorised by the Director General in this behalf. Cheque books will remain the personal custody of an officer of the Society authorised by the Director General in this behalf.

Accounts

22. The Accounts of the Society shall be maintained in such form as may be prescribed by the Government of India in consultation with the Comptroller & Auditor General of India.
23. The Finance & Accounts Officers shall apply a check of the nature of pre-audit, to all payments from the funds of the Society; and will maintain registers in the following form:
Form 1 Establishment Audit Register
Form 2 Audit Register of Gazetted Government Servants pay and allowances
Form 3 Travelling Allowance Audit Register
Form 4 Contingent Audit Register
Form 5 Audit Register of Special Charges
Form 6 Objection Book relating to irregular payments
Form 7 Objection Book relating to Technical objections
Form 8 Adjustment Register (of 7)
Form 9 Abstract Register (of 7 & 8)
Form 10 Audit Register of Financial Orders, Delegations, etc.
Form 11 Register of Securities
24. In the objection Book in Form 6 the Finance & Accounts Officer at the NCSM Headquarters and the Finance & Accounts Officer or Accounts Officer at the individual Science Museum/Centre will enter all objections which they may raise against proposed expenditure. The book will be submitted to the Director General or the Director of museum/centre as the case may be before any payment to which an objection has been recorded therein is made, and the Director General or the Director of museum/centre as the case may be, will record in writing his orders on the objection before payment is made of the amount to which objection has been taken.
25. On the written requisition of the person appointed by the Comptroller & Auditor-General of India for the purpose, the Finance & Accounts Officer shall be bound to produce for his inspection or for the inspection of any officer deputed by the person concerned in this behalf any paper, writing, document or thing pertaining to the Society.

Annual Accounts and Results of Audit

26. As soon as is practicable after the accounts for a financial year are closed, the Director General will cause to be compiled the Annual Accounts of the preceeding financial year of the funds of the Society referred to in Rule 68 in the form prescribed by the Government of India in consultation with the Comptroller & Auditor-General of India, and will send an intimation to the person appointed by the Comptroller & Auditor-General of India for the purpose of auditing the accounts as soon as the work is completed. The person concerned will thereupon arrange for the audit of the accounts of the Society. He will record his certificate of audit at the foot of the Annual Accounts.

Executive Committee

27. The Executive Committee of a Museum/Centre shall be constituted as laid down in Rules 54 and 55.
28. Any casual vacancy in the Executive Committee shall be filled by the Director General.
29. The Administrative Officer of the Museum/Centre shall be the non-member Secretary of the Committee.
30. All members of the Executive Committee excepting the ex-officio members shall retire on the expiry of 2 years from the date on which they became members of the Executive Committee. In case of casual vacancy during the two years period, the person appointed in the vacancy shall hold the office only for the unexpired portion of that two year period. A member who does not attend three consecutive meetings of the Executive Committee without proper leave of the Chairman shall cease to be a member. The persons whose membership is terminated in accordance with this bye-law shall be eligible for renomination.

31. The functions of the Executive Committee referred to under Rule 56 shall be:
- (i) to formulate and approve developmental Plans in consonance with national goals and priorities and guidelines indicated by the NCSM; to allocate resources and to evaluate performance;
 - (ii) to frame the annual budget and estimates of Museum/Centre and to regulate the expenditure;
 - (iii) to determine the strength of staff and take decisions or creation of posts in approved scales and designations upto grade E-II, suspension and abolition of posts; to consider/recommend completion of probationary period/confirmation/renewal of contract/permanent absorption of officers above the grade 'B' and upto grade E-II;
 - (iv) within the framework of rules and regulations laid down by the NCSM from time to time to approve schemes/projects of sponsored research work; filing of application(s) for patents; processes for commercial utilisation, development work in cooperation and collaboration with industrial firms, museums, educational institutions and other organisations; institutional consultancy; appointment of outside consultants; preparation of techno-economic feasibility reports; deputation of personnel for assignments in outside organisations; sanction of funds for task projects for outside agencies including universities, museums and other institutions; loan of equipment; transfer of objects from one museum/centre to the other under NCSM; deputation of staff; institutional awards and prizes; distribution of premia and royalties and sanction of experimental projects below Rs.5 lakhs.
32. The Executive Committee shall have the right of re-appropriation upto a limit of 10% from one unit of appropriation to another provided that:
- (a) the re-appropriation is not made to meet any item of expenditure which has not been sanctioned by an authority empowered to sanction it;
 - (b) no re-appropriation shall be made to meet any expenditure which is likely to involve further outlay in any future financial year. Provided further that no re-appropriation shall be permissible to augment the salaries budget without the approval of the Director General.
33. The Director of Museum/Centre can set apart a part of the budget not exceeding 6% for ad-hoc development work, which shall, however, be reviewed and approved by the Executive Committee.
34. The Chairman of the Executive Committee shall preside at all its meetings. In the absence of the Chairman the members present shall elect a member of the Executive Committee to preside at the meeting.
35. Five members of the Executive Committee shall constitute a quorum.
36. Meetings of the Executive Committee shall ordinarily be held thrice a year but in any case not less than twice in a calendar year in the Museum/Centre or such other place as the Chairman may decide.
37. A special meeting shall be convened if not less than half the number of members of the Executive Committee make a request to that effect.
38. Fifteen clear days notice for every meeting of the Executive Committee shall be given to each member.
39. Each member of the Executive Committee including the Chairman shall have one vote. All matters at the Executive Committee meeting shall be decided by the majority view. If there will be equal number of votes on any question to be decided by the Executive Committee, the Chairman shall have a casting vote. The dissenting members shall have the right to record the minutes of dissent.
40. Any business, except such as the Executive Committee may be general or special order direct to be placed before a meeting, may be transacted by circulating papers to all the members and by obtaining the writing the views of at least half of them.

Powers of the Executive Committee

41. The Executive Committee shall have the following powers and such other powers as may be delegated to it by the Governing Body from time to time:
- (i) to sanction expenditure whether of a recurring or non-recurring nature, on any item of equipment, stores, services, schemes, pilot plants or projects and civil work upto the Budget provision;
 - (ii) to write off irrecoverable losses of stores and moneys in excess of Rs.5,000/= and upto Rs.25,000/= in each case provided that:
 - (a) The loss is not due to theft, fraud or neglect.
 - (b) It does not disclose a defect of system or serious negligence on the part of any servant of the NCSM which might call for disciplinary action requiring the orders of the higher authority.
 - (iii) to sanction expenditure on Symposia/Seminars/Technical Conference upto Rs.15,000/=.
 - (iv) May appoint Sub-Committees as provided under Rule 59.
42. Internal evaluation shall be undertaken by the Director of Museum/Centre and his colleagues during the course of the project work and presented to the Executive Committee; to watch the rate of progress and performance, to devise methods to control costs and to arrive at the decision to continue or to give additional support or to phase out a project, etc. All evaluation reports shall be scrutinised by the Executive Committee.

Appointments

43. The officers and staff of the Society shall be grouped in following categories:
- (i) Scientific
 - (ii) Technical
 - (iii) Administrative;
- The officers belonging to the first two categories as stated above shall be placed in the following grades:

Revised Scales

Grade A	-	Rs.2000-60-2300-EB-75-3200-100-3500/-
Grade B	-	Rs.2200-75-2800-EB-100-4000/-
Grade C	-	Rs.3000-100-3500—125-4500/-
Grade E I	-	Rs.3700-125-4700-150-5000/-
Grade E II	-	Rs.4500-150-5700/=
Grade F	-	Rs.5100-150-5700-200-6300/=
Grade G	-	Rs.5900-200-6700/=

In case of revision of pay scales in future the grades shall be revised accordingly. The Governing Body shall determine unified grades for all other posts.

44. Posts included under categories (I), (ii) and (iii) of Bye-laws 43 for which no procedure is laid down by the Governing Body shall be filled up by open advertisements and Selection Committees constituted by Director of Museum/Centre or Director General as the case may be.
45. The President shall have the power to make appointments to the post of Director General and the Chairman, G.B. to posts in grade F and G on the recommendation of a Selection Committee consisting of the following:
 - (1) A Chairman
 - (2) Six experts (including two members of the Governing Body : To be nominated by the President, NCSM
 - (3) Director General – Ex-officio Member (for posts other than Director General)The posts shall be widely advertised unless filled up by assessment as per rules.

Notwithstanding any thing contained above the President, NCSM may appoint a person to act temporarily as Director General in temporary vacancy of the office of the Director General. An acting or temporary Director General shall exercise all or only such powers vested in the Director General by or under the rules as shall be sanctioned by the President. The President may impose conditions and restrictions as to the exercise of any such power by the acting or temporary Director General.
46. The Director General, NCSM shall have the power to make appointments to the posts in grade E-I and E-II on the recommendation of a Selection Committee. The Selection Committee will consist of the following:
 - (1) A Chairman
 - (2) Six experts (including one member of the Governing Body and one member of the Executive Committee of the Museum/Centre concerned – To be nominated by the Governing Body, NCSM
 - (3) Director General, NCSM
 - (4) Director of the concerned Museum/Centre shall be ex-officio member of the Selection Committee where he himself is not a candidate.The posts shall be widely advertised unless filled up by assessment as per rules.
47. The Chairman referred to in Bye-laws 45 and 46 shall constitute a Screening Committee from amongst the members of the Selection Committee. The Screening Committee shall examine the credentials of all candidates who have applied and draw up a panel of candidates to be interviewed by the Selection Committee. The Selection Committee may interview any or all of the candidates and may also consider other suitable names, if any, as it thinks fit and shall make its recommendations to the President/Director General as the case may be.
48. If the Selection Committee referred to in Bye-law 46 finds itself unable to recommend any suitable name, the Director General may make temporary arrangements acting on his own initiative or on the recommendation of the Director of Museum/Centre concerned.
49. The President/Director General as the case may be, shall in due course direct whether the posts should be notified again and a fresh Committee be appointed or whether the matter should be reconsidered by the original Selection Committee and action shall be taken accordingly.
50. Notwithstanding anything contained in the Bye-laws, the President may, in special circumstances invite an eminent scientist/technologist/museologist to the post of Director General and posts in grade F on contract for a period not exceeding one year with a provision for renewal for a further period provided however that no renewal of the contract shall be made without the previous approval of the Governing Body. The terms and conditions of appointments made under this Bye-law shall be subject to the approval of the Governing Body.
51. Appointments to the posts in grade 'C', 'B' & 'A' and other posts of corresponding rank shall be made by the Director of the Museum/Centre. For corresponding posts in the NCSM Headquarters, appointments shall be made by such officers as may be designated by the Director General from time to time.
52. For appointments to each of the posts specified in Bye-law 51 an ad-hoc Selection Committee shall be constituted by the Executive Committee. The Selection Committee will be as follows:
 - (1) A Chairman – To be nominated by the Executive Committee
 - (2) Three Scientists from NCSM Science Museums/Centres – To be nominated by the Executive Committee
 - (3) Three external experts – To be nominated by the Executive Committee
 - (4) Director General, NCSM – Ex-officio Member
 - (5) Director of Museum/Centre – Ex-officio MemberFor corresponding posts in NCSM Headquarters and for central recruitments an ad-hoc Selection Committee shall be constituted by the Director General consisting of the following:
 - (1) A Chairman)
 - (2) Three officers of NCSM) To be nominated by the Director General
 - (3) Three external experts)
53. The Executive Committee/Director General as the case may be referred to in Bye-law 52 shall constitute a Screening Committee from amongst the members of the Selection Committee. The Screening Committee shall examine the credentials of all candidates who have applied and draw up a panel of candidates to be interviewed by the Selection Committee. The Selection Committee may interview any or all of the candidates and may also consider other suitable names, if any as it thinks fit and shall make its recommendations to the Director or the officer designated as such by the Director General as the case may be.
54. (a) notwithstanding anything contained in the Bye-laws, Director General may in exceptional cases invite a qualified Indian Scientists/Technologist/Museologist abroad or in India for appointment to a Scientific or technical post in grade E-I or E-II for a period not exceeding one year. For posts in grade-F and G this power will be exercised by the President.
(b)notwithstanding anything contained in the bye-laws the Director of Museum/Centre or the officer designated by the Director General as the case may be may appoint a candidate of proven merit to a post in grades C, B, A, for a period of one year subject to the condition that the post shall be advertised within 6 months of such appointments and selection made in accordance with the provision of the Bye-laws.
55. Appointments to posts of Technical/Exhibition/Education Assistants and other posts of similar status shall be made by Director. For corresponding posts in the NCSM Headquarters, appointments will be made by such officer(s) as may be designated by Director General from time to time.
56. (a) Appointments to posts specified in Bye-law 55 shall be considered by appropriate Selection Committee constituted by Director General/Executive Committee of Museum/Centre as the case may be.

(b) The Selection Committee shall consist of the following:

For Museum/Centres.

- (1) A Chairman
- (2) Two Projects Coordinators (one of them being the project Coordinator in whose project the vacancy is to be filled up – To be nominated by the Executive Committee)
- (3) Three outside experts – To be nominated by the Executive Committee.
- (4) Director of Museum/Centre – Ex-officio Members.

For NCSM Headquarters.

- (1) A Chairman
 - (2) Three outside Experts) To be nominated by the Director General
 - (3) Three NCSM Officers)
 - (c) The Executive Committee/Director General as the case may be referred to in Bye-law 56 shall constitute a Screening Committee from amongst the members of the Selection Committee. The Screening Committee shall examine the credentials of all candidates who have applied and draw up a panel of candidates to be interviewed by the Selection Committee. The Selection Committee may interview any or all of the candidates and shall make its recommendations to the Director of Museum/Centre or the officer designated by the Director General as the case may be.
57. Notwithstanding anything contained in these Bye-laws, the Governing Body may formulate a scheme or schemes of promotional systems in the NCSM for all categories of staff.
58. Notwithstanding anything contained in these Bye-laws, the Governing Body may formulate a scheme or schemes for merit promotions and grant of advance increments to all categories of staff.
59. The Director General, NCSM shall have power to transfer any employee to any other appropriate post of equivalent status under the NCSM provided no expenditure other than transfer T.A. is normally involved.
60. The procedure for appointment of candidates to posts other than mentioned in these bye-laws shall be as per provisions of the Recruitment, Assessment and Promotion Rules as formulated and amended from time to time by the Governing Body.
61. The Committee mentioned herein above shall meet at such place and at such time as the Chairman of the Committee shall appoint.

Conditions of Service of Officers and Staff of the Society.

62. (a) The Central Civil Services (Classification, Control and Appeal) Rules, and the Central Civil Services (Conduct) Rules, for the time being in force, shall apply, so far as may be, to the officers and establishments in the service of the Society, subject to the modification that:
- (i) references to the “President” and “Government Servant” in the Central Civil Services (Classification, Control and Appeal) Rules, shall be construed as references to the “President of the Society” and “officers and establishments in the service of the Society” respectively; and
 - (ii) references to “Government” and “Government Servant” in the Central Civil Services (Conduct) Rules shall be construed as references to the “Society” and “officers and establishment in the service of the Society” respectively.
- (c) The appointing/disciplinary and appellate powers are delegated to such authorities and officers of NCSM as given in the Schedule of appointing/disciplinary and appellate authorities for different categories of posts under the Central Civil Services (Classification, Control and Appeal) Rules”, in Appendix ‘C’.
63. Orders made in the name of the President and Director General of the Society under the Central Civil Services (Classification, Control and Appeal) Rules shall be authenticated by the signature of the officer designated for the purpose by the Director General.
64. (a) The scales of pay applicable to the officers and establishments in the service of the Society shall not be in excess of those prescribed by the Government of India for similar personnel, save in the case of specialists.
- (b) in regard to all matters concerning service conditions of employees of the Society, the Fundamental and Supplementary Rules framed by the Government of India and such other rules and orders issued by the Government of India from time to time shall apply to the extent applicable to the employees of the Society.
- Notwithstanding anything contained in this Bye-law, the Governing Body shall have the power to relax the requirement of any rule to such extent and subject to such conditions as it may consider necessary.
65. The Society may establish and maintain Superannuation Schemes for the benefit of its officers and staff.

Deputation, Scholarships, Fellowships etc.

66. In order to carry out the objects of the Society as set forth in the Memorandum of Association, the Governing Body may institute scholarships and fellowships, sponsor and finance depositions within the country and abroad, give grants-in-aid, establish research schemes and projects and special research centres in its own establishments or in research institutions, universities, technical and technological colleges, industrial establishments, and like institutions.
67. The terms and conditions governing such activities shall be laid down by the Governing Body and it shall be within its powers to amend or repeal any or all of these terms and conditions.
68. Such scholarships, fellowships, grants-in-aid, shall be restricted to Indian citizens, normally resident in India.

General

69. The Director General may delegate, with the permission of the President, such powers as may be considered necessary in the exigencies of work, to the Directors of Museums/Centres or other officers of the Society

Financial Advice at the Unit Level

70. In each Museum/Centre Finance & Accounts Officer shall be responsible for scrutiny of the budget and all proposals involving financial implications, maintenance of accounts and internal audit of the Museums/Centres. The Finance & Accounts Officer shall advise the Director of Museum/Centre on all financial matters. The Director/Executive Committee shall have the power to over rule his advice after recording reasons therefor. A report of such cases shall be sent to the Director General. In cases which are beyond the powers of the Director of Museum/Centre/Executive Committee, the Director General will take a decision.

71. All sanctions, orders, or delegations of competent authorities under these Rules and Bye-laws, affecting the Society's account shall be reduced to writing and communicated to audit. When communicated they shall be expressed to be orders of the competent authority concerned, but may be authenticated under the hand of either the President, Director General or such other officers as may be empowered by the Director General in this behalf.
72. Any alteration in the Bye-law can only be made by the Governing Body with sanction of the Government of India.

APPENDIX A

NATIONAL COUNCIL OF SCIENCE MUSEUMS

Delegation of powers to the Director General, NCSM and Director of Museum/Centre

Sl.No.	Nature of Power	Power delegated to Director General, NCSM	Power delegated to Director of Museum/Centre for the respective museum/centre	Remarks
1.	<i>Personnel & Administration</i>			
1.1	Creation of temporary posts on approved scales of pay	To create posts carrying a scale of pay of which the maximum does not exceed Rs.5700/= for a period not exceeding one year and to make ad-hoc appointments thereto.	(a) to create for a period not exceeding one year, any Scientific/Technical post, the maximum scale of pay of which does not exceed Rs.2900/= (b) to create the post of an L.D.C. (Typist) or Jr. Stenographer on a purely temporary basis for a project work for which such staff may be absolutely necessary and to make ad-hoc appointment thereto for a period not exceeding three months.	Subject to availability of funds by valid appropriation and re-appropriation within the budget provision and in conformity with scale of pay approved in NCSM and subject to reporting to the Executive Committee at its next meeting.
1.2	Appointments	To make appointments against sanctioned posts on scales of pay upto and including Rs.5700/= as per NCSM rules.	To make appointments against sanctioned posts on scales of pay upto and including Rs.4500/= as per NCSM rules.	Subject to budget provision and on recommendation of duly constituted selection committee.
1.3	Officiating appointments	To make officiating appointments in the case of all posts for which he is the appointing authority as per clause 1.2 above, in short term vacancy where (i) the duration of the vacancy exceeds 30 days or (ii) the total duration of a continuous chain of vacancies of a shorter period exceeds 60 days.	To make officiating appointments in the case of all posts for which he is the appointing authority as per clause 1.2 above, in short term vacancy where (i) the duration of vacancy exceeds 30 days or (ii) the total duration of a continuous chain of vacancies of shorter period exceeds 60 days.	i)the posts should involve supervisory and managerial and administrative duties; ii)the officiating promotions should be made on the basis of seniority and satisfactory service records of persons in the same line of work, provided they possess the minimum qualifications, (relaxable in special cases for reasons to be recorded in writing) and experience required of the post and considered suitable by the Head of the Organisation to discharge the duties of the higher posts; and iii)the lower chain vacancies consequent on the officiating promotion should not be filled by officiating promotions of the lower categories of staff.
1.4	To make promotions	To make promotions to sanctioned posts on scales of pay upto and including Rs.5700/=	To make promotions to sanctioned posts on scales or pay upto and including Rs.4500/=	Subject to budget provision and on recommendation of duly constituted selection committees
1.5	a) To grant advance increments.	To sanction upto 5 advance increments to a selected candidate at the time of initial appointment by selection in scales of pay upto and including Rs.5700/=	To sanction upto 3 advance increments at the time of initial appointment by selection in scales of pay upto and including Rs.4500/=	On recommendations of duly constituted Selected Committees recording in full details the reasons for granting such advance increments.

	b) Grant of increment beyond Efficiency Bard or when withheld.	Full	Full in respective museum/centre	
1.6	Accepting of resignation	Full powers for appointments made by the Director General	Full power for appointments made by the Director of Museum/Centre	
1.7	All matters relating to grant of allowances according to rules	Full	Full	
1.8	Reimbursement of medical expenses in relaxation of rules in exceptional cases including journey expenses	Full	Nil	
1.9	a) Self-Controlling Officer	Director General, NCSM is Controlling Officer for all personnel, in NCSM including himself	Director of Museum/Centre is Controlling Officer of all personnel including himself in the respective museum/centre	
	b) Declaring an Officer as Controlling Officer	Full	Full	Except for the Officer so declared
1.10	To make rules for the guidance of Controlling Officers (S.R.195e)	Full	Full	
1.11	Advance of Pay and TA in accordance with rules	Full	Full	
1.12	To fix instalments for recovery of over payments of pay and allowances	Full	Full	
1.13	To authorise air travel or higher class of rail accommodation, in special circumstances, to non entitled employees	Full	To authorise air travel to scientific/technical officer in Grade 'C' and above and to Administrative/Accounts Officers in case of extreme urgency and subject to reporting the same with full justification to the Director General	
1.14	To sanction air travel to non-official members of Executive Committees, other expert Committees, Selection Committees etc. for attending meetings of these bodies	Full	Full	Subject to the conditions that: i) air travel is essential in the interest of work of the NCSM; ii) air travel is the usual mode of travel of a member; and iii) single return air fare only will be admissible.
1.15	To grant loans and advances to the employees of the NCSM in accordance with the relevant rules.	Full	Full	Subject to budget provision and availability of funds.
1.16	Powers to classify quarters suitable for one or more specific rank	Full	Full	
1.17	Grant of compensation under Workman's Compensation Act	Full	Full	Subject to statutory limitation, if any.
1.18	To sanction residential telephones	Full	To sanction residential telephones to self and Administrative Officer	Subject to the conditions that: I) such connections are in the interest of the work of NCSM and its museums/centres and that the expenditure on this account does not reflect heavily to increase the administrative expenditure beyond the limit of 20%. li) Installation of residential telephones will be sanctioned in public interest and that the Director will personally satisfy themselves about it.
1.19	Alteration of date of birth	Full-except his own	Full in respect of group C and	In this respect, the

			Group D staff.	principles incorporated in the General Financial Rules of Government of India shall be observed.
1.20	Investigation of arrear claims	Full	Full	Claims upto 6 years old.
1.21	To dispense with medical certificate on first appointment and in individual cases.	Full	Full incases of group C and group D staff.	Subject to conditions specified under FR-10.
1.22	Suspension of lien	Full for posts to which authorised to make appointments	Full for posts to which authorised to make appointments	F.R.14
1.23	Transfer of lien	-do- (for both posts concerned)	-do- (for both posts concerned)	F.R.14B
1.24	Transfer of NCSM servants from one post to another	Full	Full for group C and group D staff	F.R.15
1.25	Fixation of pay & allowances of staff treated as on duty under F.R.9(6)(b)	Full	Full	F.R.20
1.26	Counting extraordinary leave for increments	Full for posts to which authorised to make appointments	Full for posts to which authorised to make appointments	Subject to the conditions specified under F.R.26
1.27	Powers to reduce the pay of an officiating servant	Full	Full	F.R.35
1.28	Requiring medical certificate of fitness before return from leave	Full	Full for all posts subordinate to Director of Museum/Centre	F.R.71
1.29	Extension of leave to cover overstay	-do-	-do-	Provided that the authority is satisfied that the officer will, on return, be under his control(FR.73)
1.30	Permission for undertaking work for a private body and acceptance of fee (S.R.11)	Full	Upto Rs.500/=	Subject to fulfillment of conditions laid down under S.R.11 and S.R.12
1.31	Permission to accept posts in outside departments whether on foreign service terms or by retention of lien as the case may be.	Full	Full for employees upto group C and D.	
1.32	Permission to scientific staff to write books/manuals and to retain royalties/remunerations therefrom.	Full	Full	Royalties/remuneration are exempted from SR 12 provided that such books are not mere compilation of Govt. rules and regulations or procedures but reveal the author's scholarly study of the subject.
1.33	To prescribe the headquarters staff	Full	Full	S.R.59
1.34	To define the limits of an Employee's sphere of duty	Full	Full	S.R.60
1.35	To decide in cases of doubts whether a particular absence from headquarter is absence of duty (i.e. away on tour).	Full	Full	S.R.62
1.36	To post any NCSM employee to any NCSM Museum/Centre/Unit.	Full	Full-provided a consent is obtained from the Head of the receiving museum/centre, and on the approval of the Director General, NCSM	S.R.59
1.37	Appointment of a substitute in place of an absentee on quarantine leave	Full	Full	
1.38	Sanction of acquisition/disposal of movable, immovable and valuable property.	Full	Full for employees for which he is the appointing authority.	
1.39	Permission to deliver lectures by Scientists/Curators/Technical Officers in Universities/technical institutions and to accept remuneration therefor.	Full	Full	Subject to the exigencies of the work.
1.40	To approve completion of	Full	Full	Subject to recommenda-

	probationary period in respect of staff working under the Director/Head and belonging to NCSM			tion of the Expert Committee for posts in category 'C' and above
1.41	Sanction of special pay to Machine Operators, including Cheque Writers	Full	Full	Subject to the provisions of the Min.of Finance (Dept.of Expdr.) O.M. No.F.9(42) Est.III/61 dt. 8.12.61.
1.42	Grant of leave of all kinds in accordance with rules.	Full	As indicated below	
1.42.1	Grant of leave, other than special disability leave to all officers & staff	Full	Full	S.R.208 and Fin. O. M. No. F. 7(26)-E.IV/55 dt. 27.6.55.
1.42.2	Grant of leave to employees declared medically unfit to return to duty	Full	For group C and group D Staff only.	
1.42.3	To treat a NCSM servant on leave in occupation of residence	Full	Full	S.R.312(4)
1.42.4	To sanction leave due and admissible to members of the staff who desire to go abroad on private visits, other than for studies, training or deputation	Full	Full	i) that no financial assistance is to be received by them from foreign Govt/bodies/organizations; ii) that they will not seek any employment or receive any remuneration from any agency; iii) that leave applied for by the member of the staff is for bonafide purpose and will not be mis-utilised by him for purposes other than those applied for; iv) that the museum/centre will not be responsible to assist him in the matter of obtaining passport, foreign exchange etc.; v) that cases where leave is to be spent in countries with which India has no diplomatic and/or friendly relations will be sent to NCSM Headquarters.
1.43	To sanction unusual expenditures in connection with tour & transfer of an employee as per rules.	Full	As indicated below	
1.43.1	To decide the shortest of two or more routes	Full	Full	S.R.30(b)
1.43.2	To allow mileage allowance by a route other than the shortest or cheapest.	Full	Full	S.R.31
1.43.3	To decide the point of commencement or end of a journey in a station	Full	Full	S.R.32
1.43.4	To restrict frequency and duration of journeys on tour	Full	Full	S.R.63
1.43.5	Expenses for carriage of personal effects by road between connected by rail	Full	Full	S.R.116(a)(iii) Note:2
1.43.6	To disallow T. A. for a journey to attend an obligatory examination (Proviso 2(I) of S.R.130)	Full	Full	Subject to if in the opinion of the competent authority, the candidate has culpably neglected to prepare himself for the examination.
1.43.7	To fix the amount of hire or charges payable for the use of NCSM conveyances	Full	Full – subject to such general orders passed by Director General NCSM from time to time	
2.	<i>Works:</i>			
2.1	Administrative approval	Upto extent of Rs.50 lakhs in	Upto Rs.50,000 in each case	

	and expenditure sanction of works (both for new works and repair)	budget	subject to budget provisions.	
2.2	Excess over administrative approval and expenditure sanction given by the Governing Body	Upto 10% but not exceeding Rs.10 lakhs	Upto 10% Full for which he is the sanctioning authority.	
2.3	Technical sanction to detailed estimates for works administratively approved by competent authority.	Full	Full for which he is the Sanctioning authority	
2.4	Excess over technical sanction	Upto 10% over technical sanction	Upto 10% for which he is the Sanctioning authority	
2.5	Acceptance of tenders for works	1. Open tenders : Full 2. Single or limited tenders : Upto Rs.10lakhs provided lowest technically acceptable tender is accepted	1. Open tender ; Full 2. Single or limited tenders upto Rs.20,000/= provided that the lowest technically acceptable tender is accepted.	
2.6	To sanction commencement of work on an urgency certificate after administrative approval but before technical sanction to the estimate.	Upto Rs.10 lakhs	Nil	
2.7	To grant extension of time to Contractors	Full	Full	
2.8	To decide the quantum of compensation recoverable from contractors for delay in execution of full/part of the work in terms of the contract.	Full	Full	As per Government of India practices.
2.9	Payment of substandard work at reduced rate	Full	Full powers on recommendation of an Expert Committee	
3.	<i>Purchase:</i>			
3.1	To sanction purchase of: a) Raw materials b) Plant and Machinery c) Spares, tools & other stores, repair of plants & machinery	Rs.25 lakhs in each individual case within the budget	Upto Rs.50,000 in each individual case within the budget.	Purchase will be made: a) In accordance with the prescribed purchase procedures/inventory control procedure. b) Subject to availability of funds. c) Sufficient reasons for bypassing the lowest tender in relaxation of Rule 15(1) of the GFR 1963 read with G.S,no.4 should be recorded
3.2	Acceptance of tender when open tenders are invited and more than one valid tender is received	Full (for lowest technically acceptable tender).	Full (for lowest technically acceptable tender).	
3.3	Acceptance of tenders (single) by negotiation after invitation to tenders for reasons to be recorded in writing.	Rs.10 lakhs	Upto Rs.20,000/= in each case.	
3.4	Repeat orders within 1 year of original order provided there has been no downward trend in prices and further the value of the repeat order does not exceed 100% of the value of original order.	Rs.1 lakh	Upto Rs.50,000/=	Provided that the repeat order is necessitated for additional requirement which could not be foreseen at the time of original order.
3.5	Purchase at controlled rates or purchases of proprietary articles without calling for tenders.	Rs.5 lakhs	Upto Rs.50,000/= in each case	
3.6	Purchase against rate of contracts at DGS&D rates	Full	Upto Rs.50,000/= in each case	
3.7	Emergent purchase	Upto a limit of Rs.50,000/= on each single occasion	Nil	Subject to budget provision and availability of

				funds.
3.8	Grant of extension of time beyond the period stipulated for execution of the purchase order	Full	Full	
3.9	To waive liquidated damages in case of late deliveries	Upto Rs.5 lakhs	Nil	
3.10	To sanction for demurrage/wharfage.	Full	Full	
3.11	Advance payment to Suppliers wherever necessary	Full	Upto Rs.10,000/=	Subject to the condition that in the case of advance payment conditions stipulated in the Ministry of Fin. (Dept. of Expenditure) O.M.No.F 11(11)-E.II (A)/66 dt. 20.12.1968 should be fulfilled
4.	Recurring & Contingent Expenditure of all kinds	Full	As indicated below	Subject to funds being available, under the provision for 'contingencies'
4.1	Advertisement charges	Full	Full powers	Upto the limit of budget provision
4.2	Servicing of machinery/equipments etc	Full	Upto Rs.2000/= in each case	All such cases to be reported to the Executive Committee
4.3	Entertainments for distinguished visitors	Full	Upto Rs.3000/= per annum	Hospitalities in the shape of lunch/dinner to distinguished Indian and foreign visitors, scientists/museologists, E.C. and other expert committee members and internal travel in respect of foreign visitors
4.4	Gifts to high dignitaries visiting museum/center	Full	Upto Rs.500/= per annum	
4.5	Honorarium to Staff	Full	Upto Rs.500/= per annum in each cases	As per Govt. rules.
4.6	Honorarium to visiting Professors/Scientists/ Museum Experts for specialised lecture	Full	Not exceeding Rs.100/= per lecture provided that such honorarium should not exceed Rs.500/= per individual lecturer at a time and total expenditure on this account should not exceed Rs.2500/= per annum	
4.7	Honorarium/fee for instructors/reporters appointed for giving dictation and evaluating the transcriptions for recruitment to posts of Stenographers/or for conducting typing tests in case of L.D.C's or for conducting aptitude tests for technical posts.	Full	Upto Rs.150/= in each case	Subject to the condition that it will be exercised in cases where payment of honorarium is made to an outsider.
4.8	In all other cases	Full	Upto Rs.500/= in each case.	
5.	<i>Financial:</i>			
5.1	a) Irrecoverable losses of stores b) Loss of revenue or irrecoverable loans & advances c) Deficiencies in stores and depreciation in the value of stores included in the stock and other accounts	Upto Rs.5,000/= in each case Upto Rs.5,000/= in each case Upto Rs.10,000/= in each case	Upto Rs.1,000/= in each case Upto Rs.5,000/= in each case Upto Rs.5,000/= in each case	The power may be exercised provided: a) The loss does not disclose a defect in rules or procedures. b) There has not been any serious lapse or negligence on the part of any NCSM employee calling for disciplinary action.
5.2	To sell or dispose or any raw materials, plant or machinery found in excess of the requirements of NCSM or found	Upto a book value of Rs.50,000/= in the case of each individual item.	Upto Rs.5,000/= in each case.	

	unserviceable or obsolete.			
5.3	To award contracts for loading, unloading, handling, transport of materials, equipment and machinery	Full	Full	On the basis of the lowest technically acceptable tender/quotation.
5.4	To sanction any project for research and development	Rs.10 lakhs	Nil	Subject to approved budget provision for developmental projects
5.5	To hire premises/offices for NCSM or subsidiary units.	Full	Full	Reasonableness of rent being subject to consultation with Government and local authorities.
5.6	To sanction re-appropriations in the sanctioned budget from one unit to another	Full as per NCSM Bye-law 10.	Upto a limit of 25% of the existing provision under the Unit to which the re-appropriation is being made subject to following conditions: I) that no augmentation is made in units 'Pay of Officers' and 'Pay of Establishment'. li) that re-appropriation is not made to meet expenditure on a new service not contemplated in the budget. lii) there would be no increase in ceilings prescribed for expenditure under certain heads.	
5.7	To sanction expenditure on ceremonial occasions	Full	Full	Subject to budget provision
5.8	TA to experts, consultants etc.	Full	Full	Subject to NCSM rules.
5.9	To incur expenditure on immediate safety of employees, plant and machinery etc. within works premises.	Full	Full	
5.10	To sanction expenditure for transport of materials other than by the cheapest mode in case of emergencies (reasons to be recorded in writing)	Full	Full	
6.	Residuary Powers:			
6.1	Powers not specifically covered in para 1 to 5 above.	<ul style="list-style-type: none"> i) Declaring such officers as 'Director of Museum/Centre' as per Bye-law 12(b) and declaring an officer in NCSM headquarters as Head of Office' under Delegation of Financial Powers Rules, 1958 as amended from time to time and under the Fundamental and Supplementary Rules. ii) Delegation of Powers to subordinate officers in NCSM headquarter as per Bye-law 13(b) iii) Sub-delegation of powers to other officers of NCSM. 	<ul style="list-style-type: none"> iv) Declaring an officer as 'Head of Office' in the respective museum/centre. v) Delegation of Powers to subordinate officers in respective museum/centre as per Bye-law 13(b). 	Sub-delegated powers not to exceed powers delegated to Director General, NCSM. Any sub-delegation should be reported to the Governing Body.

*Schedule of Delegation of Powers that can be delegated to Subordinate Officers in NCSM
by the Director General or Director of Museum/Centre*

Sl. No.	Nature of Power	Can be delegated to*	Extent of Power	Remarks
1.	Telephone, electricity, water, gas, municipal taxes, insurance charges, house rent (where renting of accommodation is approved by competent authority.)	Secretary, NCSM, A.O. of Museum/Centre	Actuals	Subject to budget provisions
2.	Local purchase of stationery	-do-	Actuals	Subject to the following general principles: i) the purchase will be made after ascertaining availability from the Controller of Printing & Stationery. ii) Normal purchase procedure i.e. inviting competitive rates etc.be followed, and iii) In making purchase, only indigenous articles will be obtained except where an imported item may be inevitable.
3.	Light refreshment	-do-	Upto Re.1.00 per head for one meeting subject to Rs.500.00 per annum.	Tea, coffee, biscuits, cold drinks etc. in meeting other than inter-departmental.
4.	Grants-in-aid to Staff	-do-	Grants-in-aid to staff clubs per annum will be as under: a) The rate of the grant-in-aid at all places will be the same viz. Rs.2/= per head per annum. b) Besides this an additional grant-in-aid upto Re.1/= per head per annum to match the subscriptions collected by the staff club will also be admissible. This additional grant will, in no case, exceed the amount of subscription collected from the staff and will be subject to the overall limit of Re.1/= per head per annum.	Grant-in-aid will be admissible on the basis of the entire strength of non-gazetted staff borne on the regular strength in accordance with the order contained in Ministry of Home Affairs, New Delhi O.M.No.2/167/59-Welfare dated 10.3.61 forwarded vide CSIR endorsement No.3(18)/61-E.III dated 19.9.61.
5.	Repair and maintenance of building & services	-do-	Upto Rs.2000/= in each case	Subject to availability of funds.
6.	Advance for purchase of motor car/motor/cycle/scooter/cycle etc.	-do-	Full	-do- and as per Govt. rules.
7.	Extension of number of instalment for repayment of advance of cycles upto 25.	-do-	Full	
8.	Acceptance of surety bond to be executed by employees handling cash, stores section behalf of NCSM	-do-	Full	
9.	To accept a fitness certificate from any female medical practitioner in case of a female candidate.	-do-	Full in case of a candidate whose pay at the time of confirmation is not likely to exceed Rs.2900/=.	S.R.4(2)
10.	Drawal of daily allowance	-do-	At approved rates	Subject to conditions mentioned in S.R.73.
11.	To allow exchange of daily allowances for mileage allowances	-do-	Full	S.R.75
12.	To impose restrictions on exchange of daily allowance for mileage allowance.	-do-	Full	S.R.76 & 77
13.	To grant leave, other than special disability leave, to non-gazetted employees	-do-	Full	S.R.206
14.	Combination of holidays with leave and joining time.	-do-	Full	S.R.210 & 211
15.	Grant of maternity and hospital	-do-	Full	S.R.267, 269 274

	leave and sick leave			
16.	Change of Home Town in respect of all categories of staff	-do-	Full	Subject to Min.Home O.M.No. 43/1/55-Estt(A)Partdt.11.10.56
17.	Relaxation of the time limit within which compensatory leave in lieu of duty on Holidays may be availed of in exceptional circumstances.	-do-	Full	
18.	Extension of limits of 6 months from the date of transfer of an employee or one month preceding his transfer within which a member of the employee's family may be treated as accompanying him for purposes of transfer T.A.	-do-	Full	
19.	Relaxation of the limit of 15 days' regular leave for the admissibility of LTC.	-do-	Full	
20.	Sanction refund of cancellation charges paid by an employee on unused air tickets purchased by them in connection with journeys which are cancelled due to circumstances beyond control.	-do-	Minimum charges for cancellation before 48 hours	
21.	Execution of instruments, deeds, leases contracts etc.	-do-	Full	Subject to approval of Director General of Director of Museum/ Centre as the case may be
22.	To institute, defend, compound or abandon legal proceeding or refer claims to arbitration and execute powers of attorney and sign Vakalatnamas, Mukhtianamas, plaints, written statements and all other documents and papers in connection with the cases in law Court, etc.	-do- -do-	Full Full	Subject to approval of Director General. Subject to approval of Director of Museum/Centre.
23.	Each sub-head of Secretary, NCSM contingencies p-4, p-6 and p-7	Secretary, NCSM A. O. of Museum/ Centre.	Rs.100/= in each case for recurring, Rs.2000/= in each case for non-recurring. Rs.50/= in each case for recurring, Rs.500/= for non-recurring.	
24.	To sanction advance out of GPF/ CPF	Secretary, NCSM, AO of Museum/Centre	As per rules.	Cases pertaining to grant of final withdrawals and non-refundable advances will however be decided by the Director General, NCSM.
25.	Purchase of stores, chemicals, tools, equipments etc. for a particular project	Project Coordinators of the respective projects	Upto Rs.1000/= in each case.	Project Co-ordinators to be declared as such by the Director of Museum/Centre.
26.	Purchase of equipments, stores, chemicals, tools, etc.	Officer in grade 'E' who is next to the Director of Museums/ Centre	Upto Rs.10,000/= in each case.	

*Secretary, NCSM will exercise the power in NCSM headquarters while A.O. of individual museums/centres will exercise the same power in respective museums/centres.

APPENDIX C

*Schedule of appointing, disciplinary & appellate authorities under the Central Civil Services
(Classification, Control and Appeal) Rules, 1965*

Sl.No.	Designation of grade of post	Appointing authority	Authority empowered to impose penalty	Penalties it can impose (Rule II)	Appellate authority	Remarks
1.	Director General	President, NCSM	President, NCSM	All*		*Major and minor penalties under C.C.S.(C.C.A.) Rule II.
2.	Grade 'F'. 'G'	Chairman, GB	Chairman, GB Director General	All Minor**	GB, NCSM Chairman, GB	** (i) to (iv) Penalties in C.C.S. (CCA) Rule II
3.	Grade EI, EII	Director General	Director General Director (if he is in grade F or G)	All* Minor**	Chairman, GB Director General	
4.	Secretary/Finance Officer in NCSM Headquarters	Director General	Director General	All	Chairman, GB	Except for persons on deputation from other govt./ semi-government offices.
5.	All other posts in NCSM Headquarters	Such officer as nominated by Director General	Appointing authority	All	Director General	
6.	All posts subordinate to Grade EI in Museum/Centre	Director of Museum/Centre	Director of Museum/Centre	All	Director General	

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