



सत्यमेव जयते

टी. एस. जवाहर, आई ए एस  
वरिष्ठ उपमहानिदेशक (प्रशासन)

एवं

मुख्य सतर्कता अधिकारी

**T. S. JAWAHAR, I A S**

Senior Dy. Director-General (Admn.)

&

Chief Vigilance Officer



भारतीय आयुर्विज्ञान अनुसंधान परिषद  
स्वास्थ्य अनुसंधान विभाग  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय)  
वी. रामलिंगस्वामी भवन, अंसाही नगर  
राई दिल्ली - 110 029 (भारत)

**Indian Council of Medical Research**

(Department of Health Research)

Ministry of Health & Family Welfare

V. Ramalingaswami Bhawan, Ansari Nagar

New Delhi - 110 029 (INDIA)

D.O. No.1/1/2009-Admn.II

Dated: 5.1.2014

To

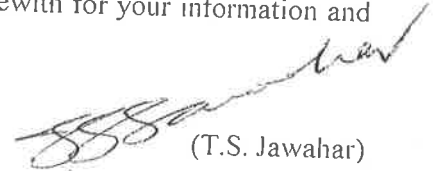
The Directors/Director-in-charge  
of all ICMR Institutes/Centres

Subject:- Memorandum of Association, Rules, Regulations and Bylaws of ICMR -

Sir/Madam,

The Governing Body, ICMR at its meeting held on 10<sup>th</sup> October, 2012 accorded its approval to the revised Memorandum of Association, Rules, Regulations and Bylaws of ICMR along with Schedule of Powers vested in the Director General, ICMR under Rule 29 in the Rules & Regulations of the ICMR.

A copy of revised Memorandum of Association, Rules, Regulations and Bylaws of ICMR along with Schedule of Powers vested in the Director General, ICMR is sent herewith for your information and record.

  
(T.S. Jawahar)

Copy to:-

1. PS to DG
2. PS to Sr. DDG(A)
3. PS to Sr. FA
4. ADG(A)
5. All Sr. AOs/Sr.ACOs/AOs/ACOs
6. BIC Section for placed on ICMR website.

**INDIAN COUNCIL OF MEDICAL RESEARCH**  
(Ministry of Health & Family Welfare, (Department of Health Research))

**MEMORANDUM OF ASSOCIATION, RULES,  
REGULATIONS and BYLAWS**



**Indian Council of Medical research, New Delhi  
2014**

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29/12/49



# Certificate of Registration of Societies.

ACT XXI OF 1860.

No. S. 406 of 1949-1950.

I hereby certify that "The Indian Council of Medical Research"

has, this day, been registered under the Societies' Registration Act, 1860.

Given under my hand at Delhi

this twentieth day of December

One thousand nine hundred and fortynine  
Regt. Fee: - Rs 50/- paid.



Registrar of Joint Stock Companies, Delhi  
A. N. Wj

*Brace*  
20/12

J. S. C. 36.

MOIPC-85-1780(BCMFF)-(M-1155)-15-0-28-1,200.

**MEMORANDUM OF ASSOCIATION  
OF THE  
INDIAN COUNCIL OF MEDICAL RESEARCH<sup>1</sup>**

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1. The name of the Association shall be "Indian Council of Medical Research" (ICMR).
2. The objects for which ICMR is established are:
  - i. To take over and manage the assets of the Indian Research Fund Association (registered under the provisions of the Societies Act XXI of 1860) on its dissolution, or such part thereof as can be taken over by ICMR as also to takeover and manage the assets or any parts of the assets of any other organization having objects similar to those of ICMR.
  - ii. The prosecution and assistance of bio-medical research, the propagation of knowledge and experimental measures in connection with –
    - a) Causation, mode of spread and prevention of Communicable Diseases;
    - b) Non-communicable Diseases;
    - c) Basic Medicine Sciences;
    - d) Traditional Medicine;
    - e) Problems of urban health;
    - f) Nutritional problems;
    - g) Reproductive and Child health issues;
    - h) Public health;
    - i) Bio-informatics;
    - j) Bio-medical Ethics, and
    - k) Other relevant biomedical aspects.
  - iii. To initiate, aid, develop and coordinate medical scientific research in India and to promote and assist institutions for the study of diseases, their prevention, causation and remedy.
  - iv. To finance enquiries and researches.
  - v. To exchange information with other institutions, associations and societies interested in the same objects and especially in the observation and study of diseases in the East, and in India in particular.
  - vi. To prepare, print and publish any papers or periodicals in furtherance of the objects of ICMR and to contribute to any such periodicals.
  - vii. To issue appeals and applications for money and funds in furtherance of the said objects and to accept gifts, donations and subscriptions of cash and securities and of any property either movable or immovable.

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<sup>1</sup> As resolved on 28<sup>TH</sup> November, 1949.

- viii. To invest and deal with the funds and money of ICMR, or entrusted to ICMR, not immediately required, in such manner as may from time to time be determined by the Governing Council.
- ix. To permit the funds of ICMR to be held by the Government of India.
- x. To acquire and hold, whether temporarily or permanently, any movable or immovable property necessary or convenient for the furtherance of the objects of ICMR and whether in India or outside the frontiers of India.
- xi. To sell, lease, exchange and otherwise transfer all or any of the properties movable or immovable of ICMR with the prior approval of the Government of India.
- xii. To construct, maintain and alter any buildings or works necessary or convenient for the purposes of ICMR.
- xiii. To undertake and accept the management of any endowment or trust funds or donation the undertaking whereof may seem desirable.
- xiv. To establish a Provident Fund for the benefit of employees.
- xv. To offer prizes and to grant scholarships, including travelling scholarships, in furtherance of the objects of ICMR.
- xvi. The doing of all such other lawful things as are incidental or conducive to the attainment of the above objects.

3. The names, addresses and occupations of the first members of the Governing Body of the Council, to whom by rules of the Council the management of its affairs entrusted, are as follows:

	Names	Addresses	Occupations
<b>President</b>			
1.	Hon'ble Rajkumari Amrit Kaur	Government of India Ministry of Health, New Delhi	Minister-in-Charge Government of India Ministry of Health
<b>Vice-President</b>			
2.	Shri P.M. Menon Esq., I.C.S.	Government of India Ministry of Health New Delhi	Joint Secretary to the Government of India Ministry of Health
<b>Members</b>			
3.	Dr. K.C.K.E. Raja I.M.S., I.R.C.P. & S., D.P. H., D.T. M. & H.	Directorate General of Health Services New Delhi	Director General of Health Services
4.	Lt Col T.C. Puri M.B.B.S., D.P.H., D.T.M. & H.	Directorate General of Health Services, New Delhi	Deputy Director-General of Health Services
5.	Lt Col M.L. Ahuja M.B., CH. M.D., D.P.H.	Central Research Institute, Kasauli.	Director, Central Research Institute, Kasauli.
6.	Lt Col C.K Lakshmanan I.M. & S., M.R.C.S., D.T.M., & H. (London), D.P.H. (Eng)	All India Institute of Hygiene and Public Health Calcutta	Director All India Institute of Hygiene and Public Health Calcutta
7.	Dr J.C. Gupta M.B., D.T.M., F.N.I.	School of Tropical Medicine, Calcutta	Director, School of Tropical Medicine, Calcutta

8.	Maharaja Shri Krishna Chandra Gajapathi Narayana Deo	Parlakimedi District Ganjam Orissa	Maharaja of Parlakimedi
9.	Dr. J.N. Mukherjee D.Sc., F.C.S., F.R.A.S.B., FNI	Indian Agricultural Research Institute New Delhi	Director, Indian Agricultural Research Institute New Delhi
10.	Acharya J.B. Kriplani	9, Jantar Mantar Road, New Delhi	Member of Constituent Assembly.
11.	Shri Shankar Dattaraya Deo	3, Electric Lane, New Delhi	Member of Constituent Assembly.
12.	Dr. B. Pattabhi Sitaramayya	19, Canning Lane, New Delhi	Member of Constituent Assembly.
13.	Dr. Jivraj N. Mehta M.D., M.R.C.P.	Adviser to the Government of Bombay on Baroda, Bombay	Adviser to the Government of Bombay on Baroda, Bombay
14.	Dr. Basudeva Narayana M.Sc., M.B. (Cal.), Ph.D. (Edin), F.R.S.C., F.N.I.	Prince of Wales Medical College, Patna	Principal and Professor of Physiology Department of Physiology, Prince of Wales Medical College, Patna.
15.	Dr. S.S. Misra M.D., M.R.C.P.	King George's Medical College, Lucknow	Professor of Clinical Medicine, King George's Medical College, Lucknow

We, the several persons whose names and addresses are subscribed, are desirous of being formed into an Association in pursuance of this Memorandum of Association:

Names	Addresses
1. Amrit Kaur	Minister-in-Charge, Government of India, Ministry of Health
2. P.M. Menon	Joint Secretary to the Government of India, Ministry of Health
3. Jivraj N. Mehta	Adviser to the Government of Bombay on Baroda, Bombay
4. K.C.K.E. Raja	Director General of Health Services
5. B. Pattabhi Sitaramayya	Member of Constituent Assembly.
6. K.C. Gajapati	Maharaja of Parlakimedi, District Ganjam, Orissa
7. C.K. Lakshmanan	Director, All India Institute of Hygiene and Public Health, Calcutta
8. J.C. Gupta	Director, School of Tropical Medicine, Calcutta
9. J.N. Mukherjee	Director, Indian Agricultural Research Institute, New Delhi

Witnesses to all the above signatories:

1. S.S. Misra	Professor of Clinical Medicine, King George's Medical College, Lucknow
2. T.C. Puri	Deputy Director General of Health Services, New Delhi
3. M.L. Ahuja	Director, Central Research Institute, Kasauli.

New Delhi  
Dated the 28th November, 1949



**RULES AND REGULATIONS  
OF THE  
INDIAN COUNCIL OF MEDICAL RESEARCH<sup>2</sup>**

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**GOVERNING COUNCIL**

(Constitution)

**MEMBERSHIP:**

1. The following shall be the members of the Governing Council either *ex-officio*, being holders for the time being of certain offices, or by election, as in these Rules & Regulations prescribed:

**OFFICIAL:**

- i. The President;
- ii. 1<sup>st</sup> Vice-President;
- iii. 2<sup>nd</sup> Vice President;
- iv. The Secretary, Department of Health & Family Welfare, Ministry of Health & Family Welfare;
- v. The Secretary, Department of AYUSH, Ministry of Health & Family Welfare;
- vi. The Secretary, Department of AIDS Control, Ministry of Health & Family Welfare;
- vii. The Director General, Armed Forces Medical Services, Ministry of Defence;
- viii. Secretary, Department of Scientific & Industrial Research & Director General, Council of Scientific and Industrial Research;
- ix. Secretary, Department of Agricultural Research & Education and Director General, Indian Council of Agricultural Research;
- x. The Director General, Health Services, Ministry of Health & Family Welfare;
- xi. The Financial Adviser, Department of Health Research, Ministry of Health & Family Welfare;
- xii. Joint Secretary, Department of Health Research, Ministry of Health & Family Welfare;
- xiii. The Scientist 'H' working in the Headquarters/Institutes/Centres of ICMR;
- xiv. The Senior Financial Adviser, ICMR;
- xv. One Scientist 'G' working in the Headquarters of ICMR nominated by the President
- xvi. The Senior Deputy Director General (Administration), ICMR;
- xvii. Two Directors of Institutes/Centres/Units of ICMR nominated by the President for a term of three years so that the number of such nominees does not exceed five;

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<sup>2</sup> Approved by the Governing Body in its meeting held on 22<sup>nd</sup> December, 2011 and 10<sup>th</sup> October, 2012 and confirmed in its meeting on 15<sup>th</sup> November, 2012.



- xviii. Drug Controller General (India), Central Drugs Standard Control Organisation, Ministry of Health & Family Welfare.

**NON OFFICIAL:**

- xix. All Members of the Scientific Advisory Board;
- xx. Two persons nominated for a term of five years by the President in recognition of valuable services rendered for furtherance of the objectives of ICMR as laid down in the Memorandum of Association;
- xxi. Two eminent non-medical scientists (one of whom will be a lady scientist) to be nominated by the President;
- xxii. Three eminent medical scientists (one of whom will be a lady scientist) to be nominated by the President.
- xxiii. One representative to be elected by the Rajya Sabha;
- xxiv. Two representatives to be elected by the Lok Sabha;
- xxv. Three representatives elected by the Medical Faculties of Universities
- xxvi. One representative of Medical Council of India;
- xxvii. One representative of Dental Council of India.

2. The Health & Family Welfare Minister, Government of India, shall be the President of the Governing Council.

3. The Minister of State, Ministry of Health & Family Welfare, Government of India looking after the Department of Health Research shall be the 1<sup>st</sup> Vice President of the Governing Council. The Secretary, Department of Health Research of the Government of India-cum-Director General ICMR shall be the 2<sup>nd</sup> Vice-President of the Governing Council. In the absence of the President and 1<sup>st</sup> Vice President, he shall preside at the meetings.

4. The Director General, ICMR shall be appointed by the Central Government, who shall be the Chief Executive of the Governing Council.

5. Senior Deputy Director General (Administration), ICMR shall maintain the register of members of the Governing Council.

**GENERAL MEETING:**

6. (i) A General meeting of the Governing Council shall be called by the President at least once a year, before 30<sup>th</sup> November of each financial year, and at such time and place as he shall decide.

(ii) Other meetings of the Governing Council may be held at any time whenever the President deems it necessary by a notice signed by the Member Secretary so designated under clause 5 on his instructions.

- (iii) If the President receives requisition for the calling of a General meeting signed by half of the strength of the members of the Governing Council at that time, the President shall call such meeting.
7. (i) The President shall decide the date and place of every General meeting of the Governing Council and the agenda thereof;
- (ii) At the annual meeting of the Governing Council, the following business shall be brought forward and disposed of:
- (a) The Income and Expenditure account and Balance Sheet for the past year(s);
  - (b) The budget for the next year;
  - (c) Proposals for enquiries about research work for the next year;
  - (d) Other business on the Agenda;
  - (e) Any other item with the permission of the President.
8. Twenty-one days notice specifying the place, the day and the hour of the General meeting of the Governing Council and its agenda shall be given by the Member Secretary of the Governing Council.
9. The President or in his absence either of the Vice-President, shall preside as Chairman at every general meeting of the Governing Council. If neither the President nor any of the Vice-Presidents is present, the members present shall choose a Chairman for that meeting.
10. Seventeen members present in person, shall constitute a quorum.
11. The Chairman may allow discussion on a matter not included in the agenda to be brought up by any member at the meeting after discussions on the agenda items have been completed.
12. The Chairman may adjourn any meeting from time to time.
13. The Member Secretary shall keep an up-to-date roll of members.
14. The Senior Deputy Director General (Administration) of ICMR shall be the Member Secretary of the Governing Council.

#### **DURATION OF APPOINTMENTS OF MEMBERS:**

15. i) When a person becomes a member of the Governing Council by reason of the office or appointment he holds, his membership of the Governing Council shall terminate when he ceases to hold that office or appointment.
- ii) The members of the Governing Council elected by the Rajya Sabha and the Lok Sabha shall cease to be members on ceasing to be members of the Rajya Sabha and the Lok Sabha, respectively.
- iii) Unless their membership of the Governing Council is previously terminated, as provided in the sub-clause (iv), the tenure of the eminent medical scientists and the non-medical scientist nominated by the President and of those members elected by the Faculties of Medicine shall be three years from the date of their election/nomination to the Governing Council. The membership of those elected by the Faculties of Medicine shall terminate automatically if they cease to be members of the Medical Faculties. Such members, after their three years' tenure, will be eligible for re-nomination/re-

election. The tenure of membership of the Scientist 'G' working in the Headquarters and Directors of ICMR's Institutes/Centres shall be three years from the date of their appointment. If there is a change in the incumbency of the post of Director of an Institute, the successor shall serve on the Governing Council for the remaining period of the tenure of office of the outgoing Director.

iv) If a member of the Governing Council resigns becomes of unsound mind, insolvent or is convicted of a criminal offence involving moral turpitude, he shall cease to be a member.

v) Resignation of membership shall be tendered to the 2<sup>nd</sup> Vice President and shall not take effect until it has been accepted, on behalf of the Governing Council, by the President.

vi) Any vacancy in the membership of the Governing Council caused by death or by any of the reasons mentioned in these sub-rules shall be filled by election, appointment or nomination as the case may be.

#### **PROCEEDINGS OF THE GOVERNING COUNCIL:**

16. If any official member is unable to attend a meeting of the Governing Council, the Government of India may nominate an alternative member to take his place at that meeting. Such a nominee shall have all the rights and privileges of a member of the Governing Council for that meeting only.

17. Any member desirous of moving a resolution at a meeting of the Governing Council shall give notice thereof in writing to the 2<sup>nd</sup> Vice President not less than ten days before the day of such meeting.

18. Any business which may be necessary for the Governing Council to perform, except such as may be placed before its Annual Meeting, may be carried out by circulation among all its members and any resolution so circulated and approved by a majority of the members signing shall be binding as if such resolutions had been passed at a meeting of the Governing Council, provided that at least twenty five members of the Governing Council have recorded their views on the resolution.

#### **POWERS OF THE GOVERNING COUNCIL:**

19. The Governing Council shall have general control of the affairs of ICMR and authority to exercise all the powers, and perform all the acts and deeds of ICMR consistent with the aims and objectives of ICMR.

20. The Governing Council shall have the same powers in the matter of expenditure from the funds of ICMR as the Government of India possesses in respect of expenditure from public funds, property save in the matter of pay, allowances and concessions to Government servant on foreign service which shall not be greater than those admissible under the code rules of Government.

21. The Governing Council shall have the powers to make such Bylaws as may be required for the regulation of business of ICMR, and in particular with reference to the keeping of accounts, the preparation and sanction of budget estimates, the sanctioning of expenditure entering into contracts, the control and investment of the funds of ICMR and the sale or alteration of such investments, and any other purpose that may be necessary.

22. The Governing Council may accept the management and administration of any endowment, or trust fund, or any subscription, or donation provided that the same is unaccompanied by any condition, inconsistent or in conflict with the objectives of ICMR. Provided that in the case of any assistance received from a foreign agency not being in pursuance of any such subsisting agreement, prior approval of the Government of India shall be obtained.

23. The Governing Council may, by resolution delegate to the Executive Council and the Director General, ICMR such of its powers for the conduct of business as deemed fit.

24. The property of ICMR shall vest in the Governing Council. In any legal proceedings, the same would be described as the property of the Governing Council.

In any legal proceedings ICMR may sue or be sued in the name of the Director General, ICMR or such other member appointed by the Governing Council for the occasion.

**EXECUTIVE COUNCIL:**  
(Constitution)

25. There shall be an Executive Council consisting of the following:

1.	The Director General, Indian Council of Medical Research	Chairman
2.	Three Director Generals (DGs) from amongst Director General, Health Services, Ministry of Health & Family Welfare; Director General, Council of Scientific and Industrial Research; Director General, Armed Forces Medical Services, Ministry of Defence; Director General, Indian Council of Agricultural Research; Director General, Defence Research & Development Organisation, and Scientific Advisor to Raksha Mantri; Secretary, Department of Defence Research & Development, Ministry of Defence to be nominated by the President.	Member
3.	Additional Secretary and Financial Adviser, Ministry of Health & Family Welfare.	Member
4.	The Joint Secretary, Department of Health Research, Ministry of Health & Family Welfare.	Member
5.	Senior Financial Adviser, Indian Council of Medical Research	Member
6.	Five Directors of the Institutes/Centre of Indian Council of Medical Research to be nominated by the President.	Member
7.	Senior Deputy Director General (Administration), Indian Council of Medical Research.	Member Secretary

26. (i) The Senior Deputy Director General (Administration), ICMR shall be the Member Secretary of the Executive Council.

(ii) When a person becomes a member of the Executive Council by reason of the office or appointment he holds, his membership of the Council shall terminate when he ceases to hold that office or appointment.

(iii) If a member of the Executive Council resigns or, becomes of unsound mind or insolvent or is convicted of a criminal offence involving moral turpitude, he will cease to be a member.

(iv) Any vacancy in the membership of the Executive Council caused by death or by any of the reasons mentioned in these sub-rules shall be filled by, appointments or nomination as the case may be.

27. Six members present in person shall constitute a quorum. In case, a member wants to nominate any other official, the nominee shall not be below the rank of Joint Secretary to the Government of India.

28. The Executive Council will perform such duties and exercise such powers as may be laid down from time to time in the Bylaws, resolutions or otherwise by the Governing Council. The Executive Council will supervise generally the affairs of ICMR and in case of emergency may perform any duty and exercise any power of the Governing Council without prejudice to

the general powers of the latter to whom all proceedings in exercise of such emergency authority shall be reported at the next meeting.

**DIRECTOR GENERAL:**

29. Subject to such Bylaws and resolution as may be prescribed by the Governing Council, the Director General, ICMR may exercise all such powers and do all such acts as may be required for the proper conduct of the affairs of ICMR. Powers instantly vested in the Director General are mentioned in Appendix.

**SENIOR FINANCIAL ADVISER:**

30. There shall be at ICMR Headquarters Office a Senior Financial Adviser who will be responsible for control of Finance/Budget of ICMR, maintenance of accounts and internal audit.

The Senior Financial Adviser shall advise the Director General, ICMR on all financial matters. The Director General, ICMR shall have the power to over-rule his advice by recording reasons therefore. A report o.f all such cases shall be sent to the Governing Council for information.

**BANKERS:**

31. A Nationalised Bank or any private sector bank authorised by the Reserve Bank of India for conduct of Government business shall be the Banker of ICMR and its Institutes and Centres.

32. The accounts of ICMR shall be maintained by the Director General ICMR and audited by the Comptroller and Auditor General of India or any other agency, on this behalf, by the Government.

33. All Funds shall be paid into ICMR's account with the Bank as authorized in rule 39 and shall not be withdrawn except on a cheque signed by such officers of ICMR as may be duly empowered in this behalf by the Director General, ICMR.

**SCIENTIFIC ADVISORY BOARD:**

(Constitution)

34. (i) The Governing Council shall appoint a Committee to be called the "Scientific Advisory Board" hereinafter referred to as the SAB. The SAB shall consist of fifteen members as follows:

1) The Director General, ICMR ... .. Chairman

2) Director General of Health Services ... Vice Chairman

3) Five members (one of which will be a lady) in respect of their medical research experience in various branches of medical sciences, three of whom will be appointed for their experience in basic medical sciences. These Five members may preferably be Directors of Institutions or Heads of Departments in Medical Colleges where research in bio-medical and allied subjects is being actively pursued.

4) Two members (one of which will be a lady) in respect of their experience in public health work, one of whom should have experience in industrial hygiene.

5) Two members (one of which will be a lady) in respect of their experience in clinical research.

6) Two members (one of which will be a lady) in respect of their experience of general nature such as health administration, maternity and child welfare, human reproduction, medical statistical work *etc.*

7) Director of Research in the Directorate General of Armed Forces Medical Services.

8) A Scientist H or G working in the Headquarters of ICMR shall be the Member-Secretary of the SAB.

(ii) The tenure of the members other than the Director General, ICMR; the Director - General of Health Services; the Director of Research in the Directorate General of Armed Forces Medical Services and the Scientist H or G working in the Headquarter of ICMR, will be three years. Such members shall not be eligible for re-appointment until a period of at least one year has lapsed since the date of his last retirement. The retirement shall be in rotation, five at a time.

(iii) The nomination of the members other than the Director General, ICMR; the Director General of Health Services; the Director of Research in the Directorate General of Armed Forces Medical Services and the Scientist H or G working in the Headquarter of ICMR, for appointment to the SAB will be proposed by the Director General.

35. The Scientific Advisory Board shall have the power to co-opt any person for any particular meeting.

#### **FUNCTIONS OF THE SCIENTIFIC ADVISORY BOARD:**

36. The SAB shall examine all proposals in connection with the scientific objects of ICMR which may be submitted to the Governing Council. The SAB shall also advise on such questions as may be referred to it by the Governing Council or by the Executive Council.

37. The Chairman of the SAB shall preside at all the meetings of the SAB. If the Chairman is not present at any meeting, the members present shall elect a Chairman to preside at such a meeting.

38. The Chairman of the SAB shall fix the date, time and place for every meeting of the Board.

39. Eight members of the SAB present in person shall constitute quorum.

40. Not less than twenty-one clear days' notice of every meeting shall be given to each member of the SAB.

41. Any member desirous of moving any resolution at a meeting of the SAB shall give notice thereof to the Director General, ICMR not less than ten days before the date of such meeting.

42. Any business which may be necessary for the SAB to discuss and decide except such as the SAB may direct to be placed before a meeting of the SAB, may be transacted by circulation among all members of the SAB and any resolution or report so circulated and approved by a majority of the members signing shall be as binding as if such resolution or report had been passed at a meeting of the SAB provided that at least ten members of the SAB shall have recorded their views on the resolution or report.

**GENERAL:**

43. For the purposes of these rules and regulations, a year shall be taken to mean the twelve months, commencing on the 1st April and ending on the 31st March.

44. The Headquarters office of ICMR shall be situated at the headquarters of the Government of India.

45. An Annual Report on the work of ICMR during the preceding financial year shall be prepared by the Director General ICMR for the information of the Government of India and of the members of the Governing Council. After being scrutinised and adopted by the Executive Council it should first be placed before the Governing Council in its General meeting that shall be held by 30<sup>th</sup> November of the current financial year provided that if a meeting of the Governing Council by such date is not possible for any reason, the Annual Report, as adopted by the Executive Council shall be laid on the Table of both Houses of Parliament without prior scrutiny by the Governing Council. The Annual Report shall also thereafter be placed before the Governing Council at its next General meeting.

46. The Annual Receipt and Payment Account, Income and Expenditure Account and the Balance Sheet together with Audit Report, when accepted and passed at the General meeting of the Governing Council, shall be sent to the Government of India and for being laid on the Table of the both Houses of Parliament.

Provided that if a meeting of the Governing Council by such date is not possible for any reason, these as adopted by the Executive Council shall be sent to the Government of India and for being laid on the Table of the both Houses of Parliament. They shall also thereafter be placed before the Governing Council at its next General meeting.

47. The power of making and amending Bylaws to regulate the duties of the Executive Council, the Director General, the Scientific Advisory Board, and generally the affairs of ICMR, shall be vested in the Governing Council.

48. The Executive Council and the Scientific Advisory Board shall respectively function notwithstanding any vacancy in the said Committee or Board, as the case may be, and no act or proceedings of such Committee or Board shall be invalidated merely by reason of any defect in the appointment of any members of the Committee or Board.

49. No proposition for altering or amending the objects and purposes for which ICMR is established or for amalgamating ICMR with any other Association or Society shall be taken into consideration as contemplated by Section 12 of Act XXI of 1860, without the prior approval of the Government of India.

50. The Rules and Regulations of ICMR save and except the foregoing Rules and Regulations, may be altered at any time by the Governing Council by a resolution passed by a two-thirds majority of the members present in person.



## **BYLAWS OF THE INDIAN COUNCIL OF MEDICAL RESEARCH<sup>3</sup>**

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### **Powers of the Executive Council:**

The Executive Council shall have the following powers:

1. To pay the charges and expenses-preliminary and incidental to the establishment and registration of ICMR.
2. To purchase or otherwise acquire for ICMR any property at such price and generally on such terms and conditions as they think fit.
3. To invest and deal with the funds and money of ICMR in such manner as they may think fit and from time to time to vary and realize such investments.

Provided that the relevant instructions, guidelines *etc.*, issued by the Government of India in the matter are complied with.

4. To enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name and on behalf of the Governing Council as they may consider expedient for or in relation to any of the matters aforesaid or otherwise for the purposes of ICMR.
5. To approve all proposals for new schemes prior to submission to the Government.
6. To approve all proposals for framing / amending recruitment rules in respect of the Scientific / Technical / Administration & Finance / Other cadres of ICMR prior to submission to the Government.
7. To approve the Annual Plan / Five year Plan of ICMR prior to its submission to the Government.
8. To grant relaxation to a tune of 50% in the qualifying service to fill up the backlog vacancies reserved for the category of Scheduled Castes and Scheduled Tribes by the method of recruitment "PROMOTION".
9. To constitute Search-cum-Selection Committee for all appointments to the posts carrying Pay Band-4 with the Grade Pay of Rs.10000/- and above.

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<sup>3</sup> Approved by the Governing Body in its meeting held on 22<sup>nd</sup> December, 2011 and 10<sup>th</sup> October, 2012 and confirmed in its meeting on 15<sup>th</sup> November, 2012.



**BYLAWS on  
MAINTENANCE OF ACCOUNTS AND PAYMENTS OF FUNDS of  
THE INDIAN COUNCIL OF MEDICAL RESEARCH<sup>4</sup>**

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**A. PREPARATION OF BUDGET ESTIMATES:**

1. The Director General, ICMR, in consultation with the Senior Financial Adviser, shall formulate the budget proposals for inclusion in the Revised Estimates of the current financial year and Budget Estimates for the ensuing financial year.
2. No provision may be included in the budget estimates for any scheme which has not been duly approved by the Governing Council under these bylaws.
3. Should it be proposed, during the course of a financial year, to finance any scheme, which has not been included in the estimates for that year, the sanction of the Governing Council shall be obtained to the method proposed for financing it by means of a supplementary grant from the balances or by re-appropriation within the sanctioned estimates.
4. The Director General, ICMR shall maintain, through the Senior Financial Adviser, a Register showing the grants received from the Government of India and money received from other sources. The Register will also indicate all amounts allotted for expenditure on specific heads or for specific purposes.

**B. SANCTION OF BUDGET ESTIMATES:**

5. The approval of the Governing Council shall be obtained in regard to all schemes/projects proposed to be financed from the funds of ICMR and which are beyond the powers delegated by the Governing Council to the Executive Council and the Director General, ICMR.

**C. APPROPRIATION:**

6. The funds of ICMR shall not be appropriated for expenditure on any item which has not been approved by competent authority under these Bylaws.
7. The primary and secondary units of appropriation will be as indicated in Annexure. Any change proposed or sanction for any new primary/secondary unit will require the approval of the Director General, ICMR.

**D. RE-APPROPRIATION:**

8. The Director General, ICMR shall have the power to re-appropriate funds from one primary unit of appropriation to another or from one secondary unit of appropriation to another within a primary unit.

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<sup>4</sup> Approved by the Governing Body in its meeting held on 22<sup>nd</sup> December, 2011 and 10<sup>th</sup> October, 2012 and confirmed in its meeting on 15<sup>th</sup> November, 2012.

**E. EXPENDITURE SANCTION:**

9. No expenditure from the funds of ICMR, except within the delegated powers of Head of Department and Head of Office subject to observance of provision of DFPR and GRF, shall be incurred without the concurrence of the Senior Financial Advisor and the sanction of competent authority. *(amendment approved in the meeting of G.C. held on 12.10.2017)*

10. The Director General, ICMR shall have full powers to sanction the details of expenditure on any item included in the budget.

11. A sanction to expenditure will not become operative until there has been an appropriation of funds under these Bylaws to cover it.

12. The Director General, ICMR shall keep through the Senior Financial Adviser a watch over expenditure against the Budget Grant sanctioned by the Government and in cases where expenditure has exceeded or is likely to exceed the sanctioned grant, take steps to seek additional grants from the Government, or make a re-appropriation from anticipated savings under other units of appropriation.

**F. CONTRACTS:**

13. All agreements, contracts, etc., which may be necessary for the proper conduct of the business of ICMR shall be signed and executed in the name of the Director General, ICMR, on behalf of the Governing Council.

14. The drafts of all contracts, involving considerations exceeding Rs. 50,000/- shall be submitted to the Legal counsel of ICMR for advice as to the correctness of their form.

**G. DISPOSAL OF PROPERTY:**

15. The Director General, ICMR shall have the power to dispose of the non-expendable and other articles and to write off all the unserviceable and condemned articles.

**H. INVESTMENTS:**

16. The funds of ICMR may be invested only in the following manner:

a) In Promissory Notes, Debentures, Stocks, Treasury Deposit Certificates or other securities of any State Government or of the Government of India.

b) In fixed deposits with any Nationalised Bank.

c) In such other manner as the Governing Council may authorise.

17. The Director General, ICMR shall through the Senior Financial Adviser maintain a register of securities held by ICMR in Form 2.

18. All investments of the funds of ICMR shall be made in the name of ICMR. All purchases, sales or alterations of such investments shall be effected and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of ICMR, shall be executed by the Director General, ICMR on behalf of the Governing Council.

The safe custody of the receipts/securities will remain in the personal charge of the Senior Financial Adviser and will be verified once in six months with the Register of Securities in his custody in Form 2.

A certificate of verification will be recorded by the authorised officer of ICMR in the Register after every verification mentioned above.

**I. DRAWAL OF FUNDS:**

19. Funds will be drawn from the Bank in the manner laid down in Rule 25 of the GFRs-2005. Cheque books will remain in the custody of an officer of ICMR nominated by the Director General in this behalf. The officer so nominated shall maintain the register of Stock of Cheque Books in Form No. 4.

20. The various officers employed under ICMR will submit their demands for funds to the Director General, ICMR through the Senior Financial Adviser. The claims for pay and allowances, travelling allowance *etc.*, and contingent bills will be drawn in the prescribed forms and submitted to the officers authorised for making payment. The contingent and travelling allowance bills will be countersigned by an officer nominated for the purpose. All bills will be checked by the Accounts Officers nominated for the purpose after scrutiny with reference to rules and order on the subject and passed for payment.

21. The Director General, ICMR shall maintain proper accounts and other relevant records and prepare annually Receipt and Payment Account together with an Income and Expenditure Accounts for the year ending and a balance sheet as on 31st March in such forms as may be prescribed by ICMR in consultation with the Comptroller and Auditor-General of India. The Director General, ICMR will be assisted by the Senior Financial Adviser for the accuracy and completeness of the accounts of ICMR.

22. The primary accounts of ICMR will be maintained in the following forms:

Form 1 - The Cash Book

Form 2 - The Register of Securities.

Form 3 - The Receipt Book.

Form 4 - The Register of Stock of Cheque Books.

Form 5 - The Register of Stock of Receipt Books.

Form 6 - The Register of Stock of Non-expendable Articles.

Form 7 - The Register of Leave and Pensionary Contributions.

Form 8 - The Register of Advances, Permanent and Temporary.

Form 9 - The Annual Accounts.

**J. PRE-CHECK OF CLAIMS:**

23. The Accounts Officer will apply a check of the nature of pre-audit to all payments from the funds of ICMR and will maintain registers in the following forms:

Form 10 - Establishment Audit Register.

Form 11 - Register of Pay and Allowances of Officers of the Council who are treated on par with Gazetted Officers of the Government of India.

Form 12 - Travelling Allowance Register.

Form 13 - Contingent Register.

Form 14 - Register of Special Charges.

Form 15 - Objection Book Relating to Irregular Payments.

Form 16 - Adjustment Register.

Form 17- Register of Financial Orders, Delegations *etc.*

**K. AUDIT:**

24. The function of the Auditor of ICMR will be exercised by the Comptroller and Auditor-General of India or any person appointed by him in his behalf.

25. The Comptroller and Auditor-General of India and any person appointed by him in connection with the audit of the accounts of ICMR shall have the same rights, privileges and authority in connection with such audit as the Comptroller and Auditor General of India has in connection with the audit of Government accounts and, in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect any of the offices of ICMR.

26. If expenditure from the funds of ICMR consists of a grant to any authority or individual under the audit of any other audit officer, the Auditor will satisfy himself that the purpose of the grant-in-aid is within the scope of the objects of ICMR as set out in the Memorandum of Association and will call for and accept a certificate of the audit of that other audit officer of the expenditure from the grant. The Director General, ICMR will arrange to obtain and produce such certificates of audit.

**L. ANNUAL ACCOUNTS AND RESULTS OF AUDIT:**

27. The accounts of ICMR shall be subject to audit annually by the Comptroller and Auditor-General or by any person authorised by him in this behalf and any expenditure incurred in connection with such audit shall be payable by ICMR to the Comptroller and Auditor General.

28. The accounts of ICMR, as certified by the Comptroller and Auditor-General of India or any other person appointed by him in this behalf, together with the audit report thereon, shall be forwarded annually to the Department of Health Research, Ministry of Health & Family Welfare and to the Executive Council and the Governing Council.

29. The Director General, ICMR may, subject to such restrictions as he may think fit to impose, authorise any officer of ICMR to exercise, up to the extent indicated by him in his order, powers conferred upon him under the Bylaws.

30. All sanctions, orders, or delegations of competent authorities under the Rules and Regulations or these Bylaws affecting the accounts of ICMR, shall be reduced to writing and communicated to audit.

**M. AMENDMENT TO BYLAWS:**

31. Any alteration in the Bylaws shall require the approval of the Executive Council. Each such alteration in the Bylaws approved by the Executive Council shall be reported to the Governing Council at its next meeting.

## **ANNEXURE**

[Referred to in BYLAWS on Maintenance of Accounts and Payments of Funds]  
(Bylaw No. 7 under Head C – Appropriation)

### **A. HEADQUARTERS:**

- A.1
  - a) Pay of Establishment.
  - b) T.A. of Establishment.
  - c) Contingencies:
    - i) Rent Rates and Taxes
    - ii) Stationery
    - iii) Printing and Publication
    - iv) Entertainment
    - v) Maintenance of Vehicles
    - vi) Minor Works
    - vii) Miscellaneous.
  - d) Capital Expenditure.
- A.2 Advertisement.
- A.3 T.A. to candidates called for interview.
- A.4 Contribution to the Bureau of Hygiene and Tropical Diseases, London.
- A.5 Annual Membership Fee/Subscription to International Organisations.
- A.6 Expenditure on T.A. to non-official members attending meetings at the Headquarters.
- A.7 Expenditure on Seminars/Symposia.
- A.8
  - i) Deputation of Indian Scientists of ICMR for attending meetings abroad.
  - ii) Deputation of Indian Scientists of Non-ICMR for attending meetings abroad.
- A.9
  - i) Contribution to the CPF of the Council.
  - ii) G.P.F.
  - iii) Pension
  - iv) Death-cum-Retirement Gratuity.
  - v) Contribution to the New Pension Scheme.
- A.10 Miscellaneous and Unforeseen Expenditure.
- A.11 Training Courses.
- A.12 Loans and Advances to Employees.
  - a) Advances bearing interest:
    - i) Motor Car, Scooter, Computer advance;
    - ii) Cycle advance, and
    - iii) Other advances.
  - b) Advances not bearing interest
    - i) Wheat Advance.
    - ii) Flood Advance.
    - iii) T.A. Advance.
    - iv) Pay & Leave Salary Advance.
    - v) Other Advances.

- A.13 House Building Advance.**
- A.14 ICMR Publications.**
- A.15 Provision for expenditure of Foreign Delegations visiting India.**
- B.1 Fellowships (J.R.F. & S.R.F., Contingencies)**
- B.2 ICMR Research Cadre.**
- B.3 Emeritus Medical Scientists (Honorarium & Contingencies).**
- B.4 Research Sabbaticals (Pay & Contingencies).**
- B.5 Talent Search Scheme (Fellowship & Contingencies).**
- B.6 T.S.S. Research Officers.**
- C. All Permanent Institutes/Centres of ICMR.**
- D. ICMR Virus Unit. Calcutta.**
- E. a) Research Schemes on Grant-in-Aid basis (including Peripheral Centres of IOP, CEAFACT & NNMB Units).**  
**b) Centres of Advanced Research.**
- F. Research Schemes Financed by Special Fund of the Department of Science & Technology.**
- G. Schemes Financed by Assistance from:  
(i) WHO; (ii) Ford Foundation; (iii) PL 480; (iv) IDRC; (v) UNICEF.**
- H. Deposit/Suspense Account**
  - i) Security/Investments**
  - ii) Income Tax**
  - iii) Compulsory Deposit**
  - iv) Any other Expenditure Incurred on Receipts Realised but remained to be classified.**
- I. Malaria Research Projects (Financed out of special fund).**
- J. National Task Forces.**
- K. Indo-Foreign Collaboration Programme.**



## APPENDIX

### SCHEDULE OF POWERS VESTED IN THE DIRECTOR GENERAL, INDIAN COUNCIL OF MEDICAL RESEARCH<sup>5</sup>

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[Referred to Rule 29 in the Rules and Regulations of the ICMR]

<b>I. GENERAL</b>		
1	Re-delegation of powers to subordinate authorities.  As per DFPR	Full powers, except the following:  i) creation of posts,  ii) write-off Losses
2	Powers to incur capital expenditure.  As per DFPR	Full powers in respect of capital works up to Rs. 25.00 Crore, subject to budget provision for the particular item of work and concurrence of the Senior Financial Adviser of ICMR. <i>(amendment approved in the meeting of G.C. held on 12.10.2017)</i>
3	Declaring a Group-A officer as Head of office.  As per DFPR	Full powers.
4	Declaring an officer as Controlling Officer for Travelling Allowances purposes.  As per SR	Full powers.
5	Designating an Officer as Disbursing Officer.  As per GFR	Full powers in respect of any Group-A officer.
<b>II. BUDGET AND CONTROL OF EXPENDITURE</b>		
6	Appropriation and re-appropriation.  As per DFPR	Full powers subject to rule 10 of DFPR
<b>III. ESTABLISHMENT MATTERS</b>		
7	Alteration of date of birth as recorded in history of service, service book or other service record.  As per FR	Full powers to permit – (i) alteration of date of birth provided a request for such alteration is received before the preparation of the service book of ICMR employee concerned and in any event, not later than the completion of the probation period, (ii) correction at any time for bona-fide clerical mistake in recording date of birth.

<sup>5</sup> Approved by the Governing Body in its meeting held on 22<sup>nd</sup> December, 2011 and 10<sup>th</sup> October, 2012 and confirmed in its meeting on 15<sup>th</sup> November, 2012.

8	Investigation of arrear claims of employees of ICMR as well as of persons not in ICMR service.  As per GFR	Full powers to order investigation by the Audit/Accounts Officer of a claim to arrears which has been allowed to remain in abeyance for a period not exceeding 2 years.
<b>IV. CONTINGENT AND MISCELLANEOUS EXPENDITURE</b>		
9	Authorising a Group A officer subordinate to a Head of Office to incur contingent and miscellaneous expenditure on behalf of the Head of Office.  As per DFPR	Full powers.
<b>Remarks:</b> i) This power is subject to such rules as may be prescribed by ICMR. ii) The Head of Office will continue to be responsible for the correctness, regularity and propriety of expenditure incurred by the officer authorised.		
10	Contingent expenditure.  As per DFPR	Full powers
11	Miscellaneous expenditure.  As per DFPR	Full powers. Subject to general instructions issued by Ministry of Finance from time to time
12	Sanction of permanent advance.  As per GFR	Full powers.
13	Sanctioning legal and financial assistance to employees of ICMR involved in legal proceedings of the following types:  i) proceedings initiated by ICMR in respect of matters connected with the official duties or position of ICMR employee.  ii) proceedings instituted by a private party against an employee of ICMR in respect of matters connected with his official duties or position.  As per DFPR	Full powers.
14	To institute, conduct, defend, compound or abandon any legal proceedings by or against the Governing Council of ICMR or otherwise on the affairs of ICMR and to engage lawyers in such cases and to make payment to them of fees mutually settled.	Full powers.



15	Execution of work, petty works and repairs.  As per GFR	Full powers up to Rs. 5 crores.
<b>V. WRITE OFF LOSSES</b>		
16	To write off irrecoverable losses –  a) Not due to theft, fraud or negligence.  b) Other cases.  As per DFPR	a) Full powers upto 10.00 lakhs  b) Upto 1.00 Lakh.
17	To write-off loss of revenue or irrecoverable loans and advances.  As per DFPR	Full powers up to Rs. 1.00 Lakh
<b>VI. INSURANCE OF ICMR'S PROPERTIES</b>		
18	Insuring materials and equipment received on loan or as aid from international or other organisations.  As per DFPR	Full powers, if assurance is necessary under the terms of the relevant contracts or agreements.
19	Incurring expenditure on insurance by booking goods at railway risk, where an alternative railway risk rate is provided.  As per DFPR	Full powers.
<b>VII. EXPENDITURE ON SCHEMES</b>		
20	Sanctioning expenditure on Schemes.	Full powers up to Rs. 25.00 Crores. <i>(amendment approved in the meeting of G.C. held on 12.10.2017)</i>
<b>VIII. INVESTMENT, GRANTS AND LOANS</b>		
21	Sanctioning grants-in-aid for the provision of amenities or recreational or welfare facilities to the staff in ICMR offices.	Full powers. Subject to the conditions laid down by MHA
<b>IX. INDENTS, CONTRACTS AND PURCHASES</b>		
22	Purchase of stores including office furniture / office equipment.  As per DFPR & GFR	Full powers.

<b>X. ADVANCE TO ICMR EMPLOYEES</b> <b>As per DFPR and as amended by GOI from time to time for item 26 to 46</b>		
23	Sanctioning an advance as loan for the purchase of a conveyance to an employee of ICMR.	Full powers for purchase of Scooter bicycle etc. for eligible staff except for self.
24	Extending the time limit within which purchase of payment for conveyance should be completed.	Full powers to extend in exceptional cases the prescribed time limit of one month to two months from the date of drawl of advance.
25	Grant of advance for the purchase of warm clothing.	Full powers for eligible Group-C employees of ICMR.
26	Grant of advance for the purchase of table fan.	Full powers for eligible Group-C employees of ICMR.
27	Extending the time limit within which a table fan should be purchased.	Full powers to extend, in exceptional cases, the prescribed time limit of one month to two months from the date of drawl of advance.
28	Sanctioning pay and T.A. advances to a permanent or temporary employee of ICMR who while on duty or on leave is required to proceed on:  i) Transfer to foreign service.  ii) Transfer excluding transfer to foreign service.	i) Full Powers.  ii) Full Powers.
29	Sanctioning T.A. advances to a retiring employee of ICMR to enable him, during leave preparatory to retirement or refused leave to the place where he intends to reside permanently.	Full powers.
30	Fixing the rate at which advance of pay should be recovered from subsistence allowance.	Full powers.
31	Sanctioning advance of pay to an employee of ICMR who is required to proceed on deputation outside India.	i) T.A. advance ... .. Full powers.  ii) Contingent advance: Full powers.
32	Sanctioning advances to an employee of ICMR to cover T.A. and contingent expenditure in connection with tours (including official journeys performed in response to summons from a court of law).	i) T.A. advance ... .. Full powers.  ii) Contingent advance: Full powers.
33	Sanctioning advances in connection with leave travel concession.	Full powers.

34	Sanctioning festival advances.	Full powers.
35	Fixing festival occasions on which festival advances will be allowed.	Full powers.
36	Sanctioning advances in connection with natural calamities.	Full powers.
	Remarks: ICMR employees' property should have been substantially affected or damaged in an area declared by Government as affected by a natural calamity.	
37	Sanctioning an advance in connection with a law suit to which ICMR is a party.	Full powers.
38	Sanctioning a special advance for payment of a security deposit to a State Government or a statutory organisation like a State Electricity Board, a Corporation <i>etc.</i> , as a safeguard against delay/ default in payment of its dues.	Full powers.
Remarks: Before sanctioning, the Director General, ICMR should satisfy that letter of guarantee in lieu of the deposit will not be acceptable to the authority concerned.		
39	Sanctioning an advance in lieu of leave salary to an employee of ICMR.	Full powers subject to condition that an employee will proceed on leave for a period not less than one month/30 days.
40	Sanctioning an advance to the family of an employee of ICMR who dies while in service.	Full powers.
Remarks: Director General should be of the opinion that the family of the deceased employee has been left in indigent circumstances upon the death of the employee on whom it was dependent and is in immediate need of financial assistance.		
41	Sanctioning an advance to the family of an employee of ICMR who dies while in service, to meet the travel expenses admissible under the rules.	Full powers.
42	Sanctioning an advance to an employee of ICMR involved in legal proceedings to meet the expenses of his defence in the following circumstances:  i) Proceedings instituted by a private party against an employee of ICMR in respect of matters connected with his official duties or position when the employee proposes to conduct his defence himself.	Full powers to sanction -  i) Interest free advance not exceeding the substantive pay for three months;

	<p>ii) Proceedings instituted by an employee of ICMR on his being required by ICMR to vindicate his official conduct.</p> <p>iii) In deserving cases where proceedings are instituted by an employee of ICMR <i>suo moto</i>, with the previous sanction of ICMR to vindicate his conduct arising out of or connected with his official duties or position.</p>	<p>ii) Interest free advance not exceeding the substantive pay for three months;</p> <p>iii) Interest free advance not exceeding the substantive pay for three months in deserving cases.</p>
<p>Remarks: Advance to be sanctioned in all cases after obtaining a bond in the manner prescribed by the Government.</p>		
43	Sanctioning advances of T.A. to non-official members of committees / commissions.	Full powers.
<p>Remarks: Advances should be sanctioned where it is considered that it will be difficult for the members to meet the cost of long and expensive journey.</p>		
<p><b>XI. Other Provisions</b></p>		
44	Prescribing the amount of security deposit to be furnished by an employee of ICMR entrusted with the custody of cash or stores.	Full powers.
45	Exempting an employee of ICMR appointed to officiate in a short term vacancy from furnishing security deposit.	Full powers.
<p>Remarks:</p> <p>i) Exemption after being satisfied that there is no risk involved.</p> <p>ii) Such exemption should be granted only in the case of a permanent or quasi-permanent employee of ICMR.</p> <p>iii) The period of officiating arrangement should not exceed four months.</p>		
46	Determining the quantum of security deposit from contractors.	Full powers subject to minimum of 5% and a maximum of 10% of the amount of the contract.
<p>Remarks: In case other than one relating to "works" a security deposit should be demanded only if required under the relevant contract.</p>		
47	Authorising a ICMR authority to accept security deposit.	Full powers.
<p>Remarks: The authorisation should not be given below the rank of Head of office.</p>		
48	Determining the form of the security bond to be executed at time of furnishing security.	Full powers.
<p></p>		

<b>XII. CONTINGENT EXPENDITURE</b> [As per DFPRs ]		
49	<b>Bicycle</b>  As per DFPR	<b>Full powers.</b>
50	<b>Conveyance hire:</b>  i) Reimbursement of taxi or other conveyance charges to Class I officers. ii) Hiring of taxis for interstate international conference.  iii) Other items  (e.g., conveyance hire for Group B & C employees, casual departmental use etc.) As per DFPR	i) <b>Full Powers.</b>  ii) <b>Full Powers.</b>  iii) <b>Full Powers.</b>  <b>Subject to instructions issued by MOF from time to time</b>
<b>Remarks: This power is subject to the condition that the total amount of conveyance reimbursed by an employee in any month should not exceed Rs. 300/-.</b>		
51	<b>Electric, gas and water charges.</b>  As per DFPR	<b>Full powers.</b>
52	<b>Fixtures and furniture purchase and repairs.</b>  As per DFPR	<b>Full powers.</b>
<b>Remarks: The exercise of this power shall be subject to such conditions and restrictions as may be prescribed by the Ministry of Works and Housing.</b>		
53	<b>Freight and demurrage / wharfage charges:</b>  i) Airlifting of stores  ii) Other freight charges  iii) Demurrage/wharfage charges.  As per DFPR	i) <b>Full powers.</b>  ii) <b>Full powers.</b>  iii) <b>Full powers.</b>
54	<b>Hire of office furniture, electric fans, heaters, coolers, clocks and call bells.</b>  As per DFPR	<b>Full powers.</b>
55	<b>Motor vehicles:</b>  i) Purchase of vehicles including staff car and motor cycle. ii) Maintenance, upkeep and repairs.  As per DFPR	i) <b>Full Powers.</b>  ii) <b>Full Powers.</b>

56	Municipal rates and taxes.  As per DFPR	Full powers.
57	Repairs and alterations to the hired and requisitioned buildings:  a) Non-recurring b) Recurring.	a) Rs. 5.00 Lakh per annum. b) Rs. 50,000/- per annum
58	Postal and telegraphs charges:  i) Charges for the issue of letters telegrams etc.  ii) Commission on money orders.  iii) Remittance of scholarships.  iv) Remittance of money due to contractors, suppliers etc.  v) Other remittances.  As per DFPR	i) Full Powers.  ii) Full Powers.  iii) Full Powers.  iv) Full Powers.  v) Full Powers.
59	Printing and binding.  As per DFPR	Full powers.
60	Purchase of publications.  As per DFPR	Full powers.
61	Rent: i) Ordinary office accommodation:  a) Where the accommodation is entirely utilised for the office.  b) Where the accommodation is used partly as office and partly as residence.  ii) For residential or other purposes.  As per DFPR	i) Full powers, subject to -  a) Rs. 1.00 Lakh p.m. at Bombay, Calcutta, Chennai and Delhi. Rs. 50,000/- p.m. at other places.  b) Rs.50,000/- p.m. at Bombay, Calcutta, Madras and Delhi and Rs.30,000/- p.m. at other places.  ii) Rs.25,000/- p.m.
Remarks: These powers are subject to the condition that the proposal should be examined by a Committee constituted by the DG, ICMR and decisions to hire may be taken only after taking into consideration the recommendations made by such Committee.		
62	Repairs to and removal of machinery (where the expenditure is not of a capital nature).  As per DFPR	Full powers.
63	Rewards, fees, bonus etc. (other than fees or honoraria granted to employees of the Council under the Service Rules)	Full powers.

64	Remuneration paid to Staff from contingencies.  As per DFPR	Full powers.
65	a) Purchase of stationery.  c) Local purchases of rubber stamps and office seals.  As per DFPR	a) Full powers.  b) Full powers.
66	Supply of uniforms, badges and other articles of clothing <i>etc.</i> and washing allowance.  As per DFPR	Full powers.
67	Telephone charges. As per DFPR	Full powers.
68	Typewriters, calculating machines <i>etc.</i> As per DFPR	Full powers.
Remarks: The expenditure on these items shall be incurred subject to general or special orders issued in this behalf by Ministry of Finance from time to time.		
<b>B. Under Fundamental Rules &amp; Supplementary Rules</b>		
<b>XIII General</b>		
69	Allowing an officer to make over or resume charge of office elsewhere than at Headquarters.	Full powers.
70	Treating a period of training or instruction in India of an employee of ICMR as "duty".	Full powers.
71	Treating as "duty" a period of enforced halt occurring en-route on a journey connected with a temporary transfer or training.	Full powers.
72	Declaration as to relative degrees of responsibility of two posts.	Full powers.
<b>XIV Appointment, Termination of Appointment</b>		
73	Making appointment to posts under ICMR	(a) Full powers to make appointments to posts in Group 'A', the maximum of the Grade pay of which does not exceed Rs. 10,000/p.m., subject to selection being made by a duly constituted Selection Committee.  (b) Full powers in respect of Group B and C posts.
74	Dispensing with a medical certificate of fitness before appointment to ICMR service in individual cases.  As per FR	Full powers.

75	Suspending a lien. As per FR	Full powers.
76	Transferring a lien. As per FR	Full powers.
77	Transferring a ICMR employee from one post to another.	Full powers.
78	i) Accepting the resignation of a ICMR employee.  ii) Permitting withdrawal of resignation.  As per FR	Full powers.
79	Sanctioning an officiating promotion in a short term vacancy. Ministry of Finance O.M. F. 10(20)E(Coord.)/71 dated 18.11.1971.	Full powers to fill a vacancy, the duration of which exceeds 45 days.
80	Appointing ICMR employee to officiate in more than one post and fixing – (a) his pay in subsidiary posts; and  (b) the amount of compensatory allowance to be drawn by him.	Full powers.
81	i) Retiring ICMR employee in the public interest after he has attained the age of 50 years or 55 years as the case may be.  ii) Withholding permission to ICMR employee under suspension who seeks to retire.  As per FR	i) Full powers in respect of employees holding posts to which he can make substantive appointment.  ii) Full powers in respect of employees holding posts to which he can make substantive appointment.
82	Retaining ICMR Scientist in service after the age of 62 years.	Full powers provided the Scientists are recommended for re-employment beyond 62 years and approved by MOH&FW limited to a period of one year at a time and upto the age of 65 years.
83	To declare a ICMR employee to be a ministerial employee.	Full powers as per instructions issued by DOPT from time to time.
84	To relax the normal procedure of recruitment through the employment exchange for direct appointment to posts and services.  As per FR	Full powers to dispense with the procedure of recruitment to Group C posts through the employment exchange where:  i) a near relation of a deceased employee is to be employed, as a measure of immediate assistance to the family, or  ii) a temporary employee is to be reappointed to a post, as he failed to resume duty at the end of the maximum period of Extra-ordinary Leave admissible to him and hence ceased to be in service.



		iii) a retrenched employee of ICMR is to be appointed.
<b>XV Pay, Honorarium, Fee and Subsistence Allowance As per FR&amp;SR on the subject and as amended from time to time.</b>		
85	Granting special pay to cashiers in accordance with the conditions prescribed from time to time.  As per FR	Full powers.
86	Fixing the pay and allowances of ICMR employee treated as on duty.  As per FR	Full powers in respect of posts where Director General, ICMR is the authority competent to make substantive appointment to the post.
87	i) Fixation of pay on: a) promotion/transfer from one officiating post to another.  b) re-appointment after retrenchment; and  c) on transfer from one post to another of a temporary employee of ICMR.  ii) Protection of special pay drawn in one post on promotion to another.  iii) Grant of benefit under "next below rule".	Full powers, subject to the observance of the provision of FRs 19 to 40 as amended from time to time by the Government of India.
88	Fixing of pay of ICMR employee, re-employed in a post carrying sanctioned scale of pay.	Full powers, subject to the adherence to orders issued by G.O.I., on the subject from time to time.
89	Allowing a ICMR employee to count for increments a period of extraordinary leave taken otherwise than on medical certificate.	Full powers.
90	Issuing a certificate of continued officiation in a post during a period of: i) Leave  ii) Deputation out of India.  iii) Officiation in a higher post.  As per FR	Full powers.
91	Granting premature increments in a time scale.  As per FR	NIL

92	<p>a) Granting premature increments in the time-scale on initial appointment except for retrenched employee of ICMR</p> <p>b) Granting premature increments in the time-scale in case of employment of retrenched employees of ICMR.</p>	<p>Nil</p> <p>Nil</p>
93	<p>i) To fix, in respect of a combatant clerk who is appointed as LDC or junior clerk after his re-lease/retirement from the Armed Forces, his pay at a higher initial stage.</p> <p>ii) To ignore an amount of Rs. 50/- p.m. or a smaller amount out of his pension and pension equivalent of gratuity in determining his pay in the scale of LDC/Junior Clerk.</p>	<p>Full powers.</p>
94	<p>To fix the pay of an ex-combatant store man on appointment as a store man in ICMR.</p> <p>As per FR</p>	<p>Full powers.</p>
95	<p>Restricting the pay of an officiating employee of ICMR.</p> <p>As per FR</p>	<p>Full powers.</p>
96	<p>Sanctioning to undertake a work for which an honorarium is offered and the grant or acceptance of an honorarium.</p> <p>As per FR</p>	<p>Full powers up to a maximum of Rs.5000/- per annum as per GFR</p>
<p><b>Remarks: In the case of recurring honoraria, these limits apply to the total of the recurring payments in a year.</b></p>		
97	<p>Fixing the amount of subsistence allowance for the period of beyond the first 3 months of suspension.</p>	<p>Full powers in consultation with Sr. Financial Adviser.</p>
98	<p>Determining, in the case of an employee of ICMR who has been dismissed; removed; compulsorily retired and is reinstated on appeal or review.</p> <p>a) What pay and allowance should be paid to him during his absence from duty including the period of suspension?</p> <p>b) Whether the said period should be treated as duty, leave or otherwise.</p>	<p>Full powers in consultation with Sr. Financial Adviser.</p>

99	Determining the matters referred to at (a) and (b) in column 2 against SI.No. 95 in respect of an employee of ICMR reinstated at the end of a period of suspension.	Full powers.
100	Counting any past period of officiation in service towards the prescribed probation period to be undergone on promotion to the service.	Full powers.
101	Sanctioning the undertaking of work for which a fee is offered and the acceptance of a fee.  As per SR	Full powers.
<b>Remarks: In the case of recurring fees these limits apply to the total of the recurring payments made to an individual in a year.</b>		
102	Exempting from the purview of SR 12 allowances like travelling, conveyance, daily and subsistence allowances received as "fees".	Full powers, subject to the monetary limit prescribed by the Government of India from time to time.
103	Grant of honorarium to outstanding Scientists other than ICMR for preparing status papers and documents.	Full powers up to a maximum of Rs.50000/- in each case. (Letter No.1/2/2001-Admn.II dated 4.5.2001)
<b>XVI Leave</b> <b>As per FR&amp;SR Part-III leave rules and as amended from time to time.</b>		
104	Permitting an employee of ICMR on leave to take up any service/employment in India.  As per CCS(L)Rule	Full powers in respect of Group 'B' and Group 'C' employees.
105	Requiring a medical certificate of fitness and inform before return from leave.	Full powers.
106	Permitting an employee of ICMR on leave to return to duty before the expiry of the leave.	Full powers.
107	Extending leave.  As per CCS(L) Rule	Full powers.
108	Granting special disability leave.	Full powers.
109	Sanctioning study leave to an employee of ICMR.	Full powers.
110	Granting compensatory leave after one month of its becoming due.	Full powers to grant two days of compensatory leave at a time after one month of its becoming due provided serious dislocation of work is apprehended if granted within a month.

111	<p>Granting special casual leave to an employee of ICMR.</p> <p>As per CCS(L) Rules</p>	<p>Full powers to grant special casual leave for:</p> <p>i) participating (in a representative and, not in personal capacity) in sporting events of national or international importance;</p> <p>ii) participating in a mountaineering expedition, which has the approval of the Indian Mountaineering Foundation;</p> <p>iii) attending a Court of Law as juror or assessor;</p> <p>iv) participating in cultural activities of an all-India or inter state character organised by the Central Secretariat Sports Control Board or on its behalf;</p> <p>v) appearing at a departmental promotion examination;</p> <p>vi) undergoing vasectomy or salpi-negetomy operation on or IUCD insertion; and</p> <p>vii) attending scientific conferences.</p>
112	Refusing leave preparatory to retirement applied for by an employee of ICMR.	Full powers, subject to such restriction as may be imposed by the Government of India in this regard from to time.
113	Granting leave to a ICMR employee	Full powers.
114	Permitting an employee to prefix suffix holidays, days to his leave, provided his transfer or assumption of charge does not involve the handing/taking over of security or of moneys excluding advances.	Full powers.
115	Authorising departures where holidays are prefixed or affixed-to leave, leave takes effect from the first day after the holidays prefixed and ends on the day proceeding the holidays affixed.	Full powers.
116	<p>Accepting a certificate signed by any registered medical practitioner as evidence of the fitness of a Group B and C employee of ICMR to return to duty.</p> <p>As per CCS(L) Rule</p>	Full powers.
117	Waiving production of medical certificate if an employee of ICMR takes leave on medical ground for a period not exceeding 3 days.	Full powers.

	As per CCS(L) Rule	
118	Dispensing with the condition that a Group A Officer requiring leave or extension of leave should obtain the prescribed certificate from a medical committee.  As per CCS(L) Rule	Full powers.
119	To secure a second medical opinion through an officer not below the rank of civil surgeon or staff surgeon in the case of a Group B and C employee of ICMR who has applied for leave on medical certificate.  As per CCS(L)Rule	Full powers.
120	To prescribe the type of medical certificate to be produced and the authority from whom it should be obtained by a Group C employee of ICMR applying for leave or an extensions of leave on medical grounds.	Full powers.
121	Granting leave to an employee of ICMR in respect of whom a medical committee has reported that there is no reasonable prospect that he will ever be fit to return to duty.	Full powers.
122	Granting Earned Leave; Maternity Leave and Paternity Leave.  As per CCS(L)Rule	Full powers.
121	Granting hospital leave to Group C employees.  As per CCS(L)Rule	Full powers.
123	Allowing an employee of ICMR on appointment to, carry forward the leave previously earned after rendering temporary service under:  i) ICMR. ii) Central Government. iii) A body corporate owned or Controlled by Government. iv) A State Government.	Full powers provided the employee did not resign his former employment and the break in service does not exceed 30 days. Full powers provided – a) the employee did not resign his former employment and there is no break in his service;  b) the Central Government, the body corporate or the State Government agrees to bear the leave salary charges in respect of the leave carried forward.
<b>XVII Joining Time</b>		
124	Treating as "duty" the period of taking over charge of a new post by a relieving officer.	Full powers for which he/she is the appointing authority

125	Condonation of the period between the date of discharge of a temporary employee of ICMR or the date of expiry of his terminal leave and the date of reappointment in another office of ICMR.	Full powers for which he/she is the appointing authority and provided:  i) the employee of ICMR joins the new post without delay;  ii) he has rendered not less than 3 years continuous service on the day of discharge; and  iii) the period of break does not exceed 30 days.
126	Reducing the period of joining time admissible.	Full powers.
127	Permitting the calculation of joining time by a route other than that which travellers ordinarily use.	Full powers.
128	Extending the joining time admissible under the rules beyond the maximum of 30 days.	Full powers.
129	Extending joining time on certain conditions within a maximum of 30 days.	Full powers.
<b>XVIII Foreign Service</b>		
130	Sanctioning transfer to foreign service in India.	Full powers.
131	Fixing pay in foreign service.  As per FR	Full powers.
132	Deciding the date of reversion of an employee of ICMR rejoining after leave from foreign service.	Full powers.
133	Permitting an employee of ICMR to proceed on duty to any part of India.	Full powers.
<b>XIX Travelling Allowance</b> <b>As per SR on the subject and as amended from time to time.</b>		
134	Declaring the grade in which part-time or fee paid employee of ICMR shall rank.	Full powers.
135	Granting a conveyance allowance.  As per SR	Full powers.
136	Sanctioning motor car/ conveyance allowances.	Full powers.
137	Sanctioning cycle allowance.  As per SR	Full powers.

138	Deciding the shortest of two or more routes.  As per SR	Full powers.
139	Allowing mileage allowance to be calculated by a route other than the shortest or cheapest.  As per SR	Full powers provided selection of the route is in the office interest.
140	To permit an employee of ICMR accompanying a foreign delegation of 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.
141	Reimbursing an employee of ICMR the reservation fee in respect of a railway ticket for an official journey that gets cancelled for official reasons.  As per SR	Full powers.
142	Allowing an employee of ICMR to travel by a higher class than the one in which he is entitled.	Full powers.
143	Sanctioning travel by air in machines of public air transport companies regularly plying for hire.	Full powers.
144	Permitting an employee of ICMR who is not ordinarily entitled to travel by air.	Full powers.
145	Refunding of cancellation charges paid by employees of ICMR on air ticket on account of the relevant journeys being cancelled for unavoidable reasons.	Full powers.
146	Reimbursement of actual cost of travel by special means of conveyance in lieu of payment of daily allowance or mileage allowance.  As per SR	Full powers.
147	Prescribing an employee's Headquarters.  As per SR	Full powers.
148	Defining the limits of an employee's sphere of duty.  As per SR	Full powers.

149	Deciding whether a particular absence is absence on duty.	Full powers.
150	Restricting the frequency and duration of journey.  As per SR	Full powers.
151	Declaring that the pay of a particular employee of ICMR has been so fixed as to compensate for all journeys by roads within his sphere of duty.	Full powers.
152	Sanctioning Daily Allowance for a Sunday or holiday when an employee is forced to stay while on tour at a place other than the place of duty.  As per SR	Full powers.
153	Granting exemptions from the rule limiting a halt on tour to 30 days.	Full powers.
154	Permitting a ICMR employee thrown out of employment owing to reduction of establishment or abolition of post to draw T.A. to join post on reappointment.	Full powers.
155	Extending the time limits of six months and one month within which the members of the family of an employee of the ICMR may be treated as accompanying him in individual cases attendant with special circumstances.	Full powers.
156	Deciding whether in respect of a post to which a ICMR employee is transferred the possession of a conveyance is advantageous from the point of view of his efficiency.	Full powers.
157	Disallowing T.A. for a journey to attend on obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the duty of preparing for it.  As per SR	Full powers.
158	Granting T.A. to an employee of ICMR for a journey to attend an examination if the examination is cancelled at the last moment and intimation regarding cancellation does not reach him in time.	Full powers subject to due verification of facts.
159	Permitting of T.A. for a journey to attend an examination other than those mentioned in SR.	Full powers.
160	Sanctioning T.A. for a journey on tour to ICMR employee who is required while on leave in India to perform any public duty at a place other than one where he is spending his leave.  As per SR	Full powers.



161	To permit an employee of ICMR to undertake journey(s) for obtaining a medical certificate of a further opinion thereon such permission entitling him to draw T.A. for the journey(s).  As per SR	Full powers.
162	Allowing the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension.  As per SR	Full powers.
163	Deciding the rates of T.A. admissible to an employee of ICMR deputed to undergo a course of training.  As per SR	Full powers.
164	Fixing amount of hire or charges when an employee of ICMR is provided with means of locomotion at the expense of the State <i>etc.</i> but pays all the cost of its use or propulsion.	Full powers.
165	To allow actual expenses for carriage or personal effects by road between stations connected by rail.	Full powers.
166	Granting T.A. to a person not in service of ICMR attending commission of enquiry <i>etc.</i> or performing public duties in an honorary capacity and to declare the grade to which such persons shall be considered to belong.	Full powers.
167	Allowing a non-official other than a Member of Parliament or State Legislature of a High Court or Supreme Court Judge, appointed to a committee or commission of Enquiry:  i) ACC travel by rails.  ii) Full road mileage, when a journey between two places connected by rail is performed by road.  iii) Travel by air.  iv) Daily allowance at a rate exceeding the highest rate admissible to an employee of ICMR.  v) Daily allowance to be drawn for a continuous halt of more than 30 days.	i) Full powers  ii) Full powers  iii) Full powers  iv) Full powers.  v) Full powers.

168	Countersigning T.A. bills of non-official members (including Members of Parliament and State Legislature) of Committees/ Commissions of Enquiry. As per SR	Full powers.
169	Declaring who shall be controlling officers.	Full powers.
170	Making rules for the guidance of controlling officers.	Full powers.
<b>XX Miscellaneous</b>		
171	Powers to countersign his own T.A. bill. As per SR	Full powers.
172	Authorising drawl of pay and allowances for a period not exceeding two months for a fresh recruit to ICMR service without a medical certificate of health.	Full powers.
173	Sanctioning provisional payment of pay to a Group B and C officer, pending receipt of his last pay certificate.	Full powers.
174	Authorising provisional payment to a reemployed pensioner pending final fixation of pay.  As per SR	Full powers.
175	Powers to order destruction of records.	Full powers.
176	Delegating to a subordinate Group A officer the duty of examining and attesting entries in the service book of Group B and C staff.  As per SR	Full powers.
177	To order sale, by auction or otherwise, in the interest of ICMR of unserviceable stores or perishable articles.  As per FR, DFPR & ICMR Circular No.1/6/84-Admn.II dated 26.3.1985	Full powers.
178	Power to insure vehicles of ICMR.  As per DFPR	Full powers.
179	Sanctioning House Building Advance to staff working in ICMR Headquarters Office and Directors of permanent Institutes/Centres.  As per HBA rules.	Full powers.
180	To sign and accept the documents relating to the House Building Advance such as agreements / mortgage deed / surety bond and reconveyance deed etc.  As per HBA rules	Full powers.

181	Sanctioning research schemes.	Full powers.
182	Sanctioning deputation abroad/ international travels to ICMR Scientists to attend international conferences	Full powers provided that: a) there is a provision for this purpose in the budget of ICMR;  b) Other instructions of the Govt. of India on the subject being strictly followed.  c) the clearance of the Ministry of External Affairs from political angle is obtained.
183	Waiving recovery from the T.A. to which a retiring employee of the ICMR was entitled for the journey to his home town, the amount reimbursed on account of leave travel concession availed of by him during the immediately preceding year.	Full powers to waive recovery in deserving cases of invalidment from service.
184.	To incur expenditure on entertainment of distinguished Indian and foreign scientists and other VIPs.  As per DFPR	Full powers, subject to the monetary limit and application of rules made for the purpose by the Central Government.

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**BYLAWS GOVERNING THE CONDITIONS OF THE SERVICE  
OF THE EMPLOYEES OF THE  
INDIAN COUNCIL OF MEDICAL RESEARCH<sup>6</sup>**

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1. In regard to all matters concerning the service conditions of employees of ICMR, 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 *mutatis mutandis* apply to the employees of ICMR.

Notwithstanding anything contained in this by-law, the Governing Council shall have the power to frame rules & regulations to govern the conditions of service of employees of ICMR and relax the requirement of any rule to such extent and subject to such conditions as it may consider necessary.

Provided that such rules and orders issued by the Government of India as are specifically not made applicable to autonomous organisations like ICMR shall not apply to the employees of ICMR.

2. The temporary and officiating employees holding regular posts in ICMR shall be declared permanent in accordance with the orders issued by the Government of India from time to time, or the rules and regulations framed by the Governing Council.

3. Regular employees of ICMR shall be entitled to pension and gratuity benefits according to the rules and orders of the Government of India as amended from time to time.

Benefits of ICMR Contributory Provident Fund will, however, be admissible to only those employees of ICMR who prior to introduction of the pension scheme in ICMR on 26.9.1975, were subscribing to the Contributory Provident Fund and have opted to retain the benefits of the Contributory Provident Fund and will be subject to the Rules and Regulations of the Fund.

Employees of ICMR covered by the pension scheme shall be required to subscribe to ICMR General Provident Fund. The Government of India General Provident Fund (Central Service) Rules, as amended from time to time shall apply for General Provident Fund of ICMR.

4. The rules of the Government of India governing the retirement of employees as amended from time to time, shall apply to the employees of ICMR. However, the age of superannuation of Scientists under Health Research Scientists Cadre Rules shall be sixty-two years and of others shall be sixty years.

Re-employment of Scientists: In exceptional cases they may be retained in service up to the age of sixty five years on re-employment basis, subject to the person concerned being physically fit and suitable in all respects and subject to approval of President of Governing Council.

5. Private or consulting practice by the employees of ICMR is prohibited.

6. The scales of pay for various posts under ICMR shall be similar to those with corresponding duties under the Government of India. Provided, however, that the Governing

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<sup>6</sup> Approved by the Governing Body in its meeting held on 22<sup>nd</sup> December, 2011 and 10<sup>th</sup> October, 2012 and confirmed in its meeting on 15<sup>th</sup> November, 2012.

**Council of ICMR may prescribe, in certain cases a different scale of pay for certain post/posts, having regard to the duties and responsibilities attached to them and after taking into account the Government of India's order issued from time to time on the subject.**

**The scales of pay for various posts under ICMR, including their equivalence with any other organisation/service of the Government of India shall be approved by the Governing Council from time to time.**

**7. The Central Civil Service (Classification, Control and Appeal) Rules and the Central Civil Service (Conduct) Rules for the time being in force and as amended from time to time shall mutatis mutandis apply to the employees of ICMR.**

**Notwithstanding anything contained in this by-law, the Governing Council shall have the power to frame rules & regulations and relax the requirement of any rule to such extent and subject to such conditions as it may consider necessary.**

**The appointing authority for the particular group of posts, the authority empowered to impose penalties and the nature of penalties which can be imposed by such authority have been specified in the columns 2, 3 and 4 respectively of the Schedule appended below. Appeals for orders imposing any of the penalties shall be made to the Appellate Authority specified in Column 5 of the said Schedule. The orders of the Appellate Authority shall be final. No appeal shall lie against the decision of the Governing Council.**

**The Central Civil Services (Temporary Service) Rules, 1949 of the Government of India, as amended from time to time shall mutatis mutandis apply to temporary employees of ICMR.**

8. Employees appointed on a contract basis under ICMR shall be governed by the same rules as applicable to Contract Officers of the Central Government.

The staff recruited before 1.1.2004 shall be governed by CSS Pension Rule and those who are recruited on or after 1.1.2004 shall be governed by New Pension Scheme. Also GFR 2005 as amended from time to time shall be applicable. Notwithstanding, anything contained in these Bylaws, in respect of scientific/technical etc. employees, ICMR may make appointment by getting officers from Central/ State Government, Public Sector Undertakings, Education/ Research Institutions enacted by an Act of Parliament or State Legislatures or fully financed by the Central/State Governments on deputation basis on terms and conditions similar to those laid down by the Government of India from time to time for Central Government employees transferred on deputation to State Governments, autonomous bodies, other departments or bodies (incorporated or not) wholly or substantially owned and controlled by the Government.

#### SCHEDULE

Particulars of the Post	Appointing Authority	Disciplinary Authority Empowered to impose penalties	Penalties which may be imposed	Appellate Authority
Group B & C	Sr. DDG (A), ICMR in the case of employees of Hqrs. Office, and Directors of Institutes in the case of employees of Institutes /Centres.	Sr. DDG (A), ICMR in the case of employees of Hqrs. Office, and Directors of Institutes in the case of employees of Institutes /Centres.	All	Director General, ICMR.
Group 'A': (I) All Group 'A' Posts carrying Grade Pay not exceeding Rs. 10000/-p.m.	Director General, ICMR	Director General, ICMR	All	President, Governing Council
Group A : (II) All Group 'A' Posts carrying Grade Pay exceeding Rs.10000/-p.m.	President, Governing Council	President, Governing Council	All	Governing Council

## LIST OF INSTITUTES/CENTRES/HEADQUARTER OF ICMR

Sl. No.	Name of the ICMR Headquarter/Institutes/Centres
(1)	(2)
1.	Indian Council of Medical Research, New Delhi (ICMR Headquarter)
2.	Bhopal Memorial Hospital & Research Centre, Bhopal (BMHRC)
3.	Centre for Research in Medical Entomology, Madurai (CRME)
4.	Desert Medicine Research Centre, Jodhpur (DMRC)
5.	Enterovirus Research Centre, Mumbai (ERC)
6.	Food and Drug Toxicology Research Centre, Hyderabad (F&D TRC)
7.	Genetic Research Centre, Mumbai (GRC)
8.	ICMR Virus Unit, Kolkata (ICMR VU)
9.	Institute of Cytology and Preventive Oncology, NOIDA (ICPO)
10.	Microbial Containment Complex, Pune (MCC)
11.	National AIDS Research Institute, Pune (NARI)
12.	National Centre for Disease Informatics and Research, Bangaluru (NCDIR)
13.	National Centre for Laboratory Science, Hyderabad (NCLS)
14.	National Institute for Research in Environmental Health, Bhopal (NIREH)
15.	National Institute for Research in Reproductive Health, Mumbai (NIRRH)
16.	National Institute for Research in Tuberculosis, Chennai (NIRT)
17.	National Institute of Cholera and Enteric Diseases, Kolkata (NICED)
18.	National Institute of Epidemiology, Chennai (NIE)
19.	National Institute of Immunohaematology, Mumbai (NIIH)
20.	National Institute of Malaria Research, New Delhi (NIMR)
21.	National Institute of Medical Statistics, New Delhi (NIMS)
22.	National Institute of Nutrition, Hyderabad (NIN)
23.	National Institute of Occupational Health, Ahmedabad (NIOH)
24.	National Institute of Pathology, New Delhi (NIP)
25.	National Institute of Virology, Pune (NIV)
26.	National JALMA Institute for Leprosy & Other Mycobacterial Diseases, Agra (NJILOMD)
27.	Rajendra Memorial Research Institute of Medical Sciences, Patna (RMRIMS)
28.	Regional Medical Research Centre, Belgaum (RMRC)
29.	Regional Medical Research Centre, Bhubaneswar (RMRC)
30.	Regional Medical Research Centre, Dibrugarh (RMRC)
31.	Regional Medical Research Centre, Jabalpur (RMRC)
32.	Regional Medical Research Centre, Port Blair (RMRC)
33.	Vector Control Research Centre, Puducherry (VCRC)