

**CENTRAL COUNCIL FOR RESEARCH
IN UNANI MEDICINE**

**MEMORANDUM OF ASSOCIATION
AND
RULES, REGULATIONS & BYE-LAWS**

(As amended up to 27.01.2015)

**MINISTRY OF AYURVEDA, YOGA &
NATUROPATHY, UNANI, SIDDHA &
HOMOEOPATHY (AYUSH),
GOVERNMENT OF INDIA**



CERTIFICATE OF REGISTRATION OF SOCIETIES
ACT, XXI OF 1860

NO. S/9176

of1978

I hereby certify that Central Council for Research
in Unani Medicine has this day been registered under the
Societies Registration Act, XXI of 1860.

Given under my hand at New Delhi this 30th day
ofMarch, One thousand nine hundred and
Seventy Eight. Registration Fee ` 50/- paid.

SEAL

Sd/-
REGISTRAR OF SOCIETIES
DELHI ADMINISTRATION
NEW DELHI

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MEMORANDUM OF ASSOCIATION

MEMORANDUM OF ASSOCIATION OF THE CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

1. Name :

The name of the Society is the Central Council for Research in Unani Medicine hereinafter for the sake of brevity referred to as the Central Council which is one of the successors in the office of the erstwhile Central Council for Research in Indian Medicine & Homoeopathy.

2. Registered Office:

The registered office of the Society shall be situated in the Union Territory of Delhi and presently in JLNBCAHAB, 61-65, Institutional Area, Janakpuri, New Delhi - 110 058.

3. Definitions:

- a. 'Central Council' means the Central Council for Research in Unani Medicine.
- b. 'Director General' means the Director of the Central Council for Research in Unani Medicine.
- c. 'Non-Official Member' means the member other than official ones.
- d. 'President' means the President of the Central Council.
- e. 'Executive Vice-President' means the Executive Vice-President of the Central Council.
- f. 'Vice-President' means the Vice-President of the Central Council.
- g. 'Vice-President (Technical)' means the Vice-President (Technical) of the Central Council.

4. Objects

1. The objects for which the Central Council is established are:
2. The formulation of aims and patterns of research on scientific lines in Unani Medicine.
3. To undertake any research or other programmes in Unani Medicine.
4. The prosecution of and assistance in research, the propagation of knowledge and experimental measures generally in connections with the causation, mode of spread and prevention of diseases.
5. To initiate, aid, develop and coordinate scientific research in different aspects, fundamental and applied, of Unani Medicine, and to promote and assist institution of research for the study of diseases, their prevention, causation and remedy.
6. To finance enquiries and researches for the furtherance of objects of the Central Council.
7. To exchange information with other institutions, associations and societies interested in the objects similar to those of the Central Council and especially in observation and study of diseases in East and in India in particular.
8. To prepare, print, publish and exhibit any papers, posters, pamphlets, periodicals and books for furtherance of the objects of the Central Council and to contribute to such literature.
9. To issue appeals and make applications for money and funds in furtherance of the objects of the Central Council

and to accept for the aforesaid purpose gifts, donations and subscriptions of cash and securities and of any property whether movable or immovable.

10. To borrow or raise monies with or without security or on security mortgage, charge, hypothecation or pledge of all or any of the immovable or movable properties belonging to the Central Council or in any other manner whatever.
11. To invest and deal with the funds and monies of the Central Council or entrusted to the Central Council not immediately required in such manner as may from time to time be determined by the Governing Body of the Central Council.
12. To permit the funds of the Central Council to be held by the Government of India.
13. To acquire and hold, whether temporarily or permanently any movable or immovable property necessary or convenient for the furtherance of the object of the Central Council.
14. To sell, lease, mortgage and exchange and otherwise transfer any of the properties moveable or immovable of the Central Council provided prior approval of the Central Government is obtained for the transfer of immovable property.
15. To purchase, construct, maintain and alter any buildings or works necessary or convenient for the purposes of the Central Council.
16. To undertake and accept the management of any endowment or trust fund or donation the undertaking and acceptance whereof may seem desirable.

17. To offer prizes and grant of scholarships, including travelling scholarships in furtherance of the undertaking or acceptance whereof may seem desirable.
18. To create administrative, technical and ministerial and other posts under the Society and to make appointments thereto in accordance with the rules and regulations of the Society.
19. To establish a provident fund and or pension fund for the benefit of the Central Council's employees and/or their family members.
20. To do all such other lawful things either alone or in conjunction with others as the Central Council may consider necessary or as being incidental or conducive to the attainment of the above objects.

5. Management of Assets :

The income and properties of the Central Council, howsoever, derived shall be applied towards the objects thereof as set forth in this Memorandum of Association subject to such limitations as the Government of India may from time to time impose. No portion of the income or the properties of the Central Council shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise, howsoever, by way of profit to the persons who at any time are or have been members of the Central Council or to any of them provided that nothing herein contained shall prevent payment in good faith to any individuals in return for the services rendered by them to the Central Council for traveling allowance, honoraria and other charges.

6. Governing Body :

The names, addresses, occupations and designations of the first members of the Governing Body of the Central Council to whom the management of its affairs is entrusted are as follows:

S.No.	Name	Address	Occupation	Designation
1.	Shri Raj Narain	8, Race Course, New Delhi	Minister for Health & F.W.	President
2.	Shri Jagdambi Prasad Yadav	2, Khusak Road, New Delhi	Minister of State for Health & F.W.	Vice-President
3.	Shri K.P. Singh	C-II/29, Pandara Park, New Delhi	Add. Secy. Ministry of Health & F.W.	Member
4.	Shri N.N. Vohra	C-II/54, Bapa Nagar, New Delhi	Joint Secy. Ministry of Health & F.W.	Member
5.	Shri Prem Nath	C-II/17, Tilak Marg, New Delhi	Joint Secy. (FA) Ministry of Health & F.w.	Member
6.	Hakim Syed Khaleefathullah	75, Pycrofts Road, Madras	Consultant in Unani Medicine	Member
7.	Hakim M. Taiyab	Principal, A.K. Tibbiya College, Aligarh	Service	Member
8.	Hakim S.A. Shamsi	Hakim Abdul Aziz Road, Lucknow	Consultant in Unani Medicine	Member
9.	Dr. T.N. Khoshoo	Director, National Botanic Garden, Lucknow	Botanist	Member
10.	Prof. M.M. Taqui Khan	Head of Chemistry Deptt. Nizamia College, Hyderabad	Chemist	Member
11.	Prof. M.Y. Ansari	Head of Pharmacology Deptt., M.R. Medical College Gulbarga	Pharmacologist	Member
12.	Dr. Ranjit Rai Chaudhury	Dean, Post Graduate Institute of Medical education & Research, Chandigarh	Expert in Modern Medicine	Member
13.	M.A. Razzack	C-62, Nizamuddin East, New Delhi	Director, Central Council for Research in Unani Medicine, New Delhi	Member-Secretary

7. Signatories to the Memorandum of Association :

We, the several persons whose names and addresses are given below having associated ourselves for the purpose described in the Memorandum of Association do hereby subscribe our names in this Memorandum of Association and set our several respective hands hereunto and form ourselves into a Society under Act XXI of 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi this thirtieth day of March, one thousand nine hundred and seventy eight.

S.No.	Name, Occupation & Address	Signature
1.	Shri Raj Narain, Minister of Health and F.W. Nirman Bhawan, New Delhi	Sd/-
2.	Shri Jagdambi Prasad Yadav, Minister of State for Health & F.W. Nirman Bhawan, New Delhi.	Sd/-
3.	Shri K.P. Singh, Add. Secretary Ministry of Health & F.W. Nirman Bhawan, New Delhi	Sd/-
4.	Shri N.N. Vohra, Joint Secretary Ministry of Health & F.W. Nirman Bhawan, New Delhi.	Sd/-
5.	Hakim Syed Khalifathullah 75, Pycrofts Road, Madras-5.	Sd/-
6.	Hakim M. Taiyab Principal, A.K. Tibbiya College, Aligarh Muslim University, Aligarh	Sd/-
7.	Hakim S.A. Shamsi Hakim Abdul Aziz Road, Lucknow	Sd/-
8.	Dr. T.N. Khoshoo Director, National Botanic Garden, Lucknow	Sd/-
9.	Prof. M.M. Taqui Khan Head of Chemistry Deptt. Nizamia College, Hyderabad	Sd/-
10.	Prof. M. Y. Ansari Head of Pharmacology Deptt. M.R. Medical College, Gulbarga	Sd/-
11	Dr. Ranjit Rai Chaudhury Dean, Post-Graduate Institute of Medical Education & Research, Chandigarh.	Sd/-
12.	Hakim M.A. Razzack Director, Central Council for Research in Unani Medicine, New Delhi.	Sd/-

RULES AND REGULATIONS

**RULES AND REGULATIONS
OF THE
CENTRAL COUNCIL FOR RESEARCH IN
UNANI MEDICINE**

MEMBERSHIP

1. The following shall be members of the Central Council either ex-officio being the holders for the time being of certain offices or by personal appointments or election as in these Rules and Regulations prescribed.
 - i. The President of the Central Council
 - ii. The Vice-President of the Central Council
 - iii. The Vice-President (Technical) of the Central Council
 - iv. All other members of the Governing Body
2. The Union Minister, Incharge of Ministry of AYUSH shall be the President.
- 3.(i) The Secretary, Ministry of AYUSH shall be the Vice-President.
 - (ii) One eminent Unani Physician/Scholar shall be the Vice-President (Technical)
4. The Director General of the Central Council, who shall be appointed by the Governing Body with the 'prior approval of the Central Government, shall be the Member-Secretary of the Governing Body.
5. The Director General shall maintain a register of members of the Central Council, which shall show the individual names of the ex-officio members. A separate register shall be maintained for other members.

GENERAL MEETING

6. A General meeting shall be called by the President whenever he deems it necessary by a notice signed by the Director General on his instructions. If the President shall receive a requisition for the calling of a General Meeting signed by 1/3 members of the Central Council the President shall call such a meeting.
7. The President shall decide the date and place of every General Meeting and the agenda of the business for discussion at such meeting.
8. Twenty-one days notice at least specifying the place, the day and the hour of such meeting and the general nature of the business to be discussed at such meeting shall be given by the Director General to all members of the Central Council whose names are on the register of members and to the address given in such register or to the other known address of the member.
9. The accidental omission to give notice of any meeting to or non-receipt of any such notice by any of the members shall not invalidate any resolution passed at any such meeting.
10. The President or in the absence one of the Vice-Presidents shall preside as Chairman at every general meeting. If neither the President nor the Vice-Presidents are present, the members present shall chose a Chairman for that meeting.
11. 1/3rd of the members shall form the quorum. In case a meeting is adjourned for want of quorum there shall be no quorum for the adjourned meeting.
12. No business, not included in the notice convening the

meeting, shall be discussed at a general meeting. The Chairman, nevertheless with the approval of the meeting may permit discussion upon any matter brought forward by any member present and shall decide whether any resolution arising there on shall be put to the vote at such meeting.

13. The Chairman may adjourn any meeting from time to time.
14. Every question shall be decided by a majority of votes. Every member shall have one vote and in case of any equality of votes, the Chairman shall have a second or casting vote. Members may vote by proxy on any matter at such general meeting.
15. The instrument appointing of proxy shall be in writing under the hand of the appointer. No person shall be appointed proxy who is not a member of the Central Council.
16. The instrument appointing a proxy shall be deposited with the Director General not less than twenty-four hours before the time for holding the meeting, which the member named in such instrument proposed to vote.
17. The proxy shall be in the following form or as near thereto as circumstances will permit.

I.....A.B.....do hereby appoint C.D..... my proxy to vote for me at the General Meeting of the Central Council for Research in Unani Medicine to be held on.....or at any adjournment thereof.

<p style="text-align: center;">Sd/- A.B. Affix Rs. 1/- Revenue Stamp</p>
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GOVERNING BODY

18. The management of the affairs of the Council shall be entrusted to "The Governing Body which shall be entitled, the Governing Body of the Central Council for Research in Unani Medicine". The property of the Central Council shall be vested in the Governing Body and in any proceedings, civil or criminal, may be described as the property of the Governing Body. In any proceedings, Central Council may sue or be sued in the name of the Director General or such other member as shall in reference to the matter concerned be appointed by the Governing Body for the occasion.
19. The first member of the Governing Body of the Central Council for Research in Unani Medicine shall be those mentioned in Clause 6 of the Memorandum of the Association. They shall hold office until a new Governing Body is appointed according to these rules. Subsequently the Governing Body shall consist of the following:
 1. (i) President-Union Minister, Incharge of Ministry of Ayurveda, Yoga & Naturopathy, Unani, Siddha & Homoeopathy (AYUSH).
 - *(ii) Executive Vice-President- (Abolished)
 2. *(i) Vice-President -Secretary, Ministry. of AYUSH,
 - *(ii) Vice-President (Technical) -An eminent Unani Physician/ Researcher/Educationist.

*Amendment approved in the Governing Body meeting held on 27.01.2015.

OFFICIAL MEMBERS

- *3 Financial Advisor, Ministry of Health & Family Welfare/AYUSH or his nominee not below the rank of Deputy Secretary.
- 4. Joint Secretary , Ministry of AYUSH

NON-OFFICIAL MEMBERS

- 5-9 Five experts in Unani Medicine out of which three to be University Professors/researchers in Unani Medicine.
- 10-12. Three Scientists one each in Pharmacology, Chemistry and Botany.
- 13. One expert in Modern Medicine.
- 14. Director General C.C.R.U.M. shall be Member-Secretary.
- 20. The Director General shall maintain a register of members of the Governing Body which shall show the individual names of all ex-officio members. A separate register shall be maintained for other members.

DURATION OF APPOINTMENT OF MEMBERS

- 21.
 - (i) Not withstanding anything contained in sub-rule (2) of this rule, when a person becomes a member of the Governing Body by reason of the office or appointment he holds, his membership to the Governing Body shall cease when he ceases to hold that office or appointment.
 - (ii) Unless their membership of the Governing Body is
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*Amendment approved in the Governing Body meeting held on 13.01.2014

previous terminated as provided in sub-rules (1) and (3), the tenure of the non-official members shall be for three years from the date of their nomination to the Governing Body. Such members after their three years tenure will be eligible for renomination.

- (i) All members of the Governing Body shall cease to be members if they resign, become of unsound mind, become insolvent or be convicted of a criminal offence involving moral turpitude or removal from the post by virtue of which he was holding the membership.
- (iv) Resignation of membership shall be tendered to the Governing Body in person to its Member-Secretary and shall not take effect until it has been accepted on behalf of the Governing Body by the President.
- (v) Any vacancy in the membership of the Governing Body caused by death or by any of the reasons mentioned in these sub-rules shall be filled in the same manner as provided in Rule 19.

PROCEEDINGS OF THE GOVERNING BODY

- 22. The meetings of the Governing Body shall be held at least twice a year and at such time and place as the President shall decide. If the President shall receive a requisition for calling a meeting signed by $\frac{1}{3}$ members of the Governing Body, the President shall call such a meeting as soon as may be reasonably possible and at such place as he may deem fit.
- 23. At the annual meeting of the Governing Body, the following business shall be brought forward and disposed of:
 - (a) The income and expenditure account and the balance sheet for the past year

- (b) Annual report of the Central Council.
 - (c) The budget for the next year.
 - (d) Proposals for enquiries and research work for the next year.
 - (e) The appointment of Standing Committees.
 - (f) Other business on the agenda.
 - (g) Other business brought forward with the assent of the President.
24. Every notice calling a meeting for the Governing Body shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Governing Body not less than twenty-one clear days before the date appointed for the meeting. Such notice shall be under the hand of the Member-Secretary and shall be accompanied by an agenda of the business to be placed before the meeting provided that accidental omission to give such notice to any member shall not invalidate any resolution passed at such meeting. In the event of any urgent business the President may call the meeting of Governing Body at ten days notice.
25. The President or in the absence one of the Vice-President shall take the chair at the meetings of the Governing Body. If neither President nor the Vice-President is present, the Vice-President (Technical) shall chair the meeting. If none of the above are present, the Governing Body shall elect one from among the Members present as Chairman of the Meeting.
27. All disputed questions at the meeting of the Governing Body shall be determined by votes.

28. Each member of the Governing Body shall have one vote and in case of an equality of votes the Chairman shall have a casting vote.
29. The Chairman shall have the right to adjourn any meeting from time to time.
30. Should any official member be prevented for any reason whatsoever from attending a meeting of the Governing Body, the President of the Council shall be at liberty to nominate a substitute to take his place at the meeting of the Governing Body. Such substitute shall have all the rights and privileges of a member of the Governing Body for that meeting only.
31. Any member desirous of moving any resolution at a meeting of the Governing Body shall give notice thereof in writing to the Member-Secretary of not less than ten clear days before the day of such meeting.
32. Any business which it may become necessary for the Governing Body 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 as effectual and binding as if such resolution has been passed at a meeting of Governing Body provided that at least one third members of the Governing Body have recorded their views on the resolution provided that in the event of any urgent business the President of the Council may take a decision on behalf of the Governing Body. Such a decision shall be reported to the Governing Body at its next meeting for ratification.

POWERS OF THE GOVERNING BODY

33. The Governing Body has full control of the affairs of the Central Council and has authority to do exercise and perform all the powers, acts and deeds of the Central Council consistent with the aims and the objects of the Central Council.
34. The Governing Body shall have full powers in the matter of expenditure from the funds of the Central Council save in the matter of pay and allowances and concessions to government servants on foreign service.
35. The Governing Body shall have full power to make such bye-laws as they shall think essential for the regulation of the business of the Central Council and in particular with reference to the keeping of accounts, the preparations and sanction of budget estimates, the sanctioning of expenditure, entering into contracts, the control and investment of funds of the Central Council and sale or alteration of such investment and any other purpose that may be necessary.
36. The Governing Body 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 with or in conflict with the nature of objects for which the Central Council is established.
37. The Governing Body shall review the progress and performance of committees constituted by it and constituent units established under different disciplines and give such policy directives as it may deem fit to the concerned committees and constituent units of the Central Council.

38. The governing Body shall be empowered to pay the charges and expenses preliminary and incidental to its establishment and registration.
39. The Governing Body shall have full power to purchase or otherwise acquire any property at such price and generally on such terms and conditions as it thinks fit.
40. The Governing Body shall have full power to institute, conduct, defend, compound, compromise or abandon any legal proceedings by or against the Central Council or otherwise relating to the affairs of the Central Council.
41. The Governing Body shall have power to invest and deal with the funds and nominees of the Central Council upon such securities and in such manner as they think fit and from time to time to vary and realize such investments.
42. The Governing Body shall have power 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 as it may consider expedient for or in relations to any of the matter aforesaid or otherwise for the purposes of the Central Council.
43. The Governing Body may by resolution delegate to the Director General of the Central Council such of its powers for the conduct of business as the Governing Body may deem fit.
44. The Governing Body shall be empowered to raise money with or without security and to mortgage its properties with the prior concurrence of the Central government and to execute necessary documents including deeds of mortgage charge and hypothecation deeds as may be required.

* Amendment approved in the Governing Body meeting held on 1.3.1996

**Amendment approved in the Governing Body meeting held on 1.3.1996

38. The governing Body shall be empowered to pay the required.(Sr. No. 38 deleted due to repetition of entry)
45. The Governing Body may by resolution appoint standing or ad-hoc committees consisting of either members of the Governing Body or other experts not being members of the Governing Body for carrying out its objects.

FINANCE COMMITTEE

46. There shall be a Finance Committee which shall be constituted as follows:

- | | | |
|----|--|------------------|
| 1. | Joint Secretary, Ministry of AYUSH | Chairman |
| 2. | F.A. Ministry of Health & Family Welfare/AYUSH or his nominee* | Member |
| 3. | Director General of the Council | Member Secretary |
| 4. | One technical member to be nominated by the President of the Council | Member |

The following matters shall be referred to the Finance Committee for its consideration and recommendations to the Governing Body.

1. Budget estimates for a financial year showing the estimates of receipts and expenditure of the Central Council.
2. Budget proposals for each institution/unit of the Central Council.
3. Proposals for new Research Schemes and grants-in-aid.
4. Annual accounts showing the receipts and expenditures of the Council together with the audited report thereon.
5. Proposals for creation of new posts.

*Amendment approved in the Governing Body meeting held on 13.01.2014 & 27.01.2015

bearing.

7. Proposals for purchase of motor vehicles.
8. All financial matters relating to the Council referred to it by Governing Body from time to time.

POWERS AND FUNCTIONS OF THE PRESIDENT

47. The President of the Central Council shall exercise powers to approve appointments to post in the Central Council carrying PB-4 (i.e. Rs. 15600-39100/-) + Grade Pay Rs. 6600/- and above in revised 6th CPC scale on the recommendation of the prescribed selection committees.
48. The President shall have the authority to review periodically the work and progress of the Central Council and to order enquiries into the affairs of the Central Council and to pass orders on the recommendations of the reviewing or enquiry committees.
49. Nothing in these rules shall prevent the President from exercising any or all the powers of the Governing Body in case of emergencies for furtherance of the objects of the Central Council and the action taken by the President on such occasions shall be reported to the Governing Body subsequently for ratification.

POWERS AND FUNCTIONS OF THE DIRECTOR GENERAL*

50. The Director General shall be the Chief Executive of the Central Council and shall be responsible for the coordination of policies, planning and execution of

* Amendment approved in the Governing Body meeting held on 10.01.2012

various programmes under the Central Council. Without prejudice to the generality of the foregoing provisions, the Director General shall exercise such powers and discharge such functions as specified in the Schedule 1 to the Bye- Laws and also those laid down below:

- (a) he shall do all such acts as may be required for the proper conduct of the ordinary current administrative and business duties and affairs of the Central Council.
- (b) He shall allocate duties to officers and employees of the Central Council and shall exercise such supervising and executive control as may be necessary subject to the rules and these regulations.
- (c) All the correspondence shall be over his signature or of an officer(s) authorized by him in this behalf.
- (d) He shall also be a Member (ex-officio) of all the, committees appointed by the Governing Body and shall attend at his discretion all or any meetings of such committees.
- (e) He shall exercise such of the financial and administrative powers as may be delegated by the Governing Body or by the President.
- (f) The Director General shall sign and execute on behalf of the Governing Body all agreements, contracts etc. which may be necessary for the proper conduct of the business of the Council. The drafts of all contracts involving consideration exceeding Rs. 50,000/- shall be submitted to the Solicitor to the Government of India or such other officer dealing with conveyancing matters in the Ministry of Law for his advice as to its correctness of their form.
- (g) He shall sign and verify complaints, written documents, statements, affidavits, petitions and tabular statements and institute or defend suits, actions or other legal proceedings on behalf of the Central Council/Governing Body.
- (h) He shall have power to compromise, settle or refer to arbitration any dispute relating to the Central Council after taking competent legal advice.

- (i) The Director General may, subject to such restrictions as he may think fit to impose, authorize the Head of the Projects to exercise such of the powers conferred upon him under the bye-laws.
- (j) The Drawing and Disbursing Officer or any other officer of group A or B authorized by the Director General on his behalf shall have the power to sanction any expenditure of a miscellaneous or contingent nature up to an amount not exceeding ` 500/- in each case.

ACCOUNT AND AUDIT

51.

- (a) The Central Council shall cause regular accounts to be kept of all its monies and properties in respect of the affairs of the Central Council.
- (b) The accounts of the Central Council shall be audited annually by the auditors appointed by the Government of India and any expenditure incurred in connection with such audit be payable by the Central Council to the auditors.
- (c) The auditors appointed by the Central Government in connection with the audit of the accounts of Central Council shall have the same rights, privileges and authority in connection with such audit as the Comptroller and Auditor General 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 necessary documents and papers.

- (d) The reports of such audit shall be communicated by the auditor to the Central Council, which shall submit a copy of Audit Report along with its observation to the Government of India. The Auditor shall also forward a copy of the report to the Government of India.

BANKERS

52. The Bankers of the Council shall be the State Bank of India or any of the Nationalized Banks. All funds shall be paid into the Central Council's account with the appointed banks and shall not be withdrawn except by a cheque, bill, note or other negotiable instruments signed by the Director General of the Central Council or jointly by two officers of the Central Council as may be authorized by the Director General of the Central Council from time to time.

The subordinate units of the Central Council may also be permitted by the Director General in his discretion to open bank accounts in the State Bank of India or any other Nationalized Banks or the post office savings bank. The accounts will be operated by the *Officer-in-charge/ Project Heads* or as may be decided by the Director General in any particular case.

MISCELLANEOUS PROVISIONS

53. For the purposes of the rules and regulations, a year shall be taken to mean the twelve months commencing on the 1st April and ending on 31st March.
- 54-A. The Government of India shall have power to issue such directives as they deem fit from time to time for furtherance of the objects laid down.
54. The Central Council shall take over such of those employees

of the erstwhile Central Council for Research in Indian Medicine and Homoeopathy who opted to be employees of this Council on the same terms and conditions in which they were working with the said Council. These employees shall be deemed to the employees of this Council with effect from the date of their appointments to the CCRIMH.

55. A draft annual report and the yearly account of the Central Council shall be placed before the Governing Body at its annual meeting for its consideration and approval. A copy of the annual report and audited statement of accounts as finally approved shall be forwarded to the Government of India duly printed within a period of eight months from the close of the financial year for lying on the table of Parliament.
56. A notice may be served upon any member of the Central Council either personally or by sending it through the post in an envelope addressed to such member as his address entered in the roll of membership.
57. The power of making bye-laws to regulate the duties of the Director General shall be vested in the Governing Body who shall at their discretion be entitled to amend and alter any such bye-laws from time to time.
58. The Central Council and the Governing Body shall function notwithstanding that there may be no authority entitled to nominate a person on the Central Council/Governing Body or other vacancy in the said Council/Body due to any reason and no act or proceedings of such Council/Body shall be invalidated merely by reason of the happening of any of the above events or any defects in the appointment of any members of the Council/Body.

59. No proposition for altering or amending the objects and purposes for which the Central Council is established or for amalgamating the Central Council with any other Association or Society shall be taken into consideration as contemplated by Section 12 of Societies Registration Act XXI of 1860 without the previous approval of the Government of India.
60. Once in every year on or before the annual meeting of the Society, a list shall be filed with the Registrar of Societies of the names, addresses and occupations of the members of the Governing Body then entrusted with the management of the affairs of the Society.
61. Any number not less than three-fifths of the members of the Society may determine that it shall be dissolved or at the time then agreed upon and all necessary steps shall be taken for the disposal and settlement of property of the Society, its claims and liabilities according to the rules of the Society applicable thereto, if any, and if not then as the Governing Body shall find expedient. Provided that in the event of any dispute arising among the said Governing Body or the members of the Society, the adjustment of its affairs shall be referred to the Central Government and the Central Government shall make such order in the matter as it shall deem requisite.

Provided that the Society shall not be dissolved unless three-fifths of the members shall have expressed a wish for such dissolution by their votes delivered in person or by proxy at a general meeting convened for the purpose.

Provided that the Society shall not be dissolved without the consent of the Government of India.

62. Upon the dissolution of the Society registered under this Act, there shall remain after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the said Society but shall be reverted to the Central Government for such purposes as they deem fit.
63. For the purposes of this Act, a member of the Society shall be a person who having been admitted therein according to the Rules and Regulations thereof shall have signed the roll or list of members thereof and shall not have resigned in accordance with such rules and regulations.
64. All the provision of the Societies Registration Act XXI of 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi will apply to this Society.
65. The Rules and Regulations of the Central Council save and except the last rule and regulation may be altered at any time by the Governing Body by a resolution passed by a two-thirds majority of the members present in person at any meeting of the Governing Body which shall have been duly convened for the purpose.

We, the undersigned being three of the members of the first Governing Body of the Central Council for Research in Unani Medicine certify that the above is a correct copy of the Rules and Regulations of the said Central Council.

New Delhi	1.	Sd/- Sh. N.N. Vohra
Dated: March, 1978	2.	Sd/- Sh. Prem Nath
	3.	Sd/- Hakim M.A. Razzack

BYE-LAWS

BYE-LAWS
PREPARATION AND SANCTION OF
BUDGET ESTIMATES

1. The Director General will prepare each year before the annual meeting of the Governing Body detailed estimates of the receipts and expenditures and the anticipated opening and closing balances of the Central Council 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 Body.
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 Body shall be obtained to the method proposed for financing it whether that be by means of supplementary grant, from the balances or by re-appropriation within the sanctioned estimates. The Director General shall maintain in his office a budget register in which he will enter the grants received from the Government of India and any money received from other sources and shall show all amounts allotted for expenditure on specific heads for specific purposes. The Director General shall furnish an annual certificate to the auditor as to the correctness of the annual balance.
4. The Director General shall be responsible for submitting the budget estimates for the ensuing financial year for the approval of the Governing Body.
5. One copy of the finally sanctioned estimates shall be supplied to the Auditor. All variations in the estimates

sanctioned by the competent authority during the year shall be similarly communicated.

6. The approval of the Governing Body is necessary to all schemes proposed to be financed from the funds of the Central Council.
7. An additional grant for any approved scheme or new emergent expenditure for purposes and the objects of the Central Council can be sanctioned up to the following financial limits.

President	` 10,00,000/-
Vice-President	` 5,00,000/-
Director General	` 2,00,000.-

APPROPRIATION

8. The funds of the Central Council shall not be appropriated for expenditure on any item which has not been approved by the competent authority under these Bye-laws.
9. The primary units of appropriation shall ordinarily be 'Scheme' or 'Schedule' and secondary units such as 'Salaries' 'Allowances', 'Contingencies' etc. being opened, subordinate thereto as may be required.

REAPPROPRIATION

10. The Director General shall, have the power to reappropriation of funds from one primary unit of appropriation to another or from one secondary unit of appropriation to another within a primary unit.
11. The Director General shall keep a watch over expenditure against the grants sanctioned by the Governing Body

and in cases where expenditure has exceeded or is likely to exceed the sanctioned grant take steps to provide an additional grant or make a reappropriation from anticipated saving under other units of appropriation.

12. No expenditure from the funds of the Central Council shall be incurred without the sanction of the competent authority.
13. A sanction to expenditure will not become operative until there has been an appropriation of funds under these bye-laws to cover it.

INVESTMENTS

14. The funds of the Central Council including the funds that could be invested under C.P. Fund Rules of the Council 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 for a period not exceeding 61 months with State Bank of India or any nationalized bank.
 - c. In such other manner as the Governing Body may authorize.
15. All investments of the funds of the Central Council shall be made in the name of the Central Council. All purchases, sales or alterations of such investment shall be affected and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Central Council shall be executed by the Director General on behalf of the Governing Body. The safe custody of receipts will remain in the personal charge of the Director General and will be verified once

in six months with the Register of Securities and a certificate of verification will be recorded by the Director General in the register.

16. The Director General shall maintain a register of securities held by the Central Council in which any transaction affecting the securities shall be recorded.

DRAWAL OF FUNDS

17. Funds will be drawn from the Bank in the manner laid down in Rule 52. Cheque books will remain in the personal custody of the Director General or other person as may be authorized by the Director General on his behalf.
18. The various officers employed under the Central Council will submit all new charges and any demand of funds to the Director General of the Central Council. The claims for pay and allowances and travelling allowances of officers and contingent bills will be drawn in the prescribed forms and submitted to the Director General for payments. All bills will be checked and passed for payment by the Accounts Officer/Drawing and Disbursing Officer who may be authorized by the Director General. The contingent and traveling allowance bills will be countersigned by the Director General or by any other officer authorized by the Director General on his behalf, before these are passed by the Accounts Officer/Drawing and Disbursing Officer and passed by him. Payments will be made by means of demand drafts or cheques as the case may be.

ACCOUNTS

19. The Director General of the Central Council shall maintain proper accounts and other relevant records and prepare annually an income and expenditure account for the year ending and balance sheet as on 31st March of the Central Council in such form as may be prescribed by the Governing Body and acceptable to the auditors. The Director General will be assisted by an Accounts Officer/ Drawing and Disbursing Officer who will advise the Director General for the accuracy and completeness of the accounts of the Central Council.
20. The primary accounts of the Central Council 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.
21. The functions of the Auditor of the Central Council will be exercised by the Comptroller and Auditor General of India or any persons appointed by him in this behalf.
22. The Accounts Officer/Drawing and Disbursing Officer will

apply a check of the nature of pre-audit to all payments from the funds of the Central Council and will maintain registers in the following forms:

Form 10— Establishment Audit Register.

Form 11— Register of Pay and Allowances of Officers of the Central Council who are treated at par with Gazetted Officers of the Government of India.

Form 12— Traveling Allowances 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, Delegation etc.

23. If expenditure from the funds of the Central Council consist of a grant to any authority or individual under the audit of any officer, the Auditor will satisfy himself that the purpose of the grant-in-aid is within the scope of the objects of the Central Council as set out in the Memorandum of Association and will call for and accept a certificate of the audit of that audit officer of the expenditure from the grant. The Director General will arrange to obtain and produce such certificates of audit.
24. All sanctions, orders or delegation of competent authorities under the Rules and Regulations or these Bye-Laws affecting Central Council's account shall be reduced to writing and communicated to Accounts Officers.

CONDITIONS OF SERVICE APPOINTMENTS

- (a) The officers and staff of the Central Council shall be grouped in the following categories:
 - (i) Those engaged in research work.
 - (ii) Auxiliary technical.
 - (iii) Administrative, ministerial and accounts.
 - (iv) Subordinate staff.
- (b) Recruitments, appointments and promotions to all posts shall be made according to the recruitment rules laid down by the Governing Body for the posts. Selections shall be made through the Selection Committee/Departmental Promotion Committees duly constituted with the approval of the respective appointing authority.
- (c) The Selection Committee shall examine the credentials of all candidates who have applied and may also consider other suitable names, if any. The Selection Committee may interview any or all of the candidates as it thinks fit and shall make its recommendations to the appointing authority.
- (d) The Director General shall be appointed by the Governing Body with the prior approval of the Central Government.

TENURE OF APPOINTMENT

- 26. Services under the Central Council shall be temporary until further orders unless an officer has been appointed on a contract basis for a specified number of years on special terms. The service of an employee can be terminated at any time by one month's notice on either side in case of temporary employees and three month's in

the case of permanent employees without assigning any reason. The Central Council, however, reserves the right of terminating the services of the employee forthwith or before the expiration of one month notice or three month's notice as the case may be making payment to him of a sum equivalent to the pay and allowances for the period of notice or the un-expired portion thereof. The employee, however, can not surrender his pay and allowances in lieu of the period of notice or for any un-expired portion thereof, unless expressly accepted by the appointing authority.

PERIOD OF PROBATION

27. Unless otherwise decided by the Appointing Authority, an employee shall be on probation for two years. During the period of probation, the employee shall be required to put in satisfactory service failing which his services shall be liable to termination at any time without notice and reason being assigned for the same. The Appointing Authority may, however, extend the period of probation.

SENIORITY

28. The seniority of employees of the Central Council in each category shall be determined by the order of merit in which they were selected for appointment to the grade in question. Those selected on an earlier occasion being ranked senior to those selected later. Where, however, a candidate selected on the basis on an earlier occasion joins the Central Council after the date of a subsequent selections(s), his seniority will be reckoned from the date of his joining the post.

RELATIVE SENIORITY OF DIRECT RECRUITS AND PROMOTEES

29. The relative seniority of direct recruits and promotees shall be determined according to the rotation of vacancies between the direct recruits and promotees which shall be based on the quotas of vacancies reserved for direct recruitment and promotion respectively in the recruitment rules.

EMPLOYEES TO BE WHOLE TIME SERVANTS

30. Unless otherwise provided, the whole time of an employee of the Central Council shall be at the disposal of the Central Council and he may be employed in any manner required by the proper authority of the Central Council without any claim for additional remuneration.

CONTRIBUTORY PROVIDENT FUND/G.P.F.

31. Employees of the Central Council those who were in service on 1.4.1983 and have not opted for DCR Gratuity-cum-Pension from the date of introduction of that scheme shall be eligible to join the Contributory Provident Fund Scheme of the Council. The Contributory Provident Fund (India) Rules 1962 and the amendments issued by the Government from time to time shall *mutatis* and *mutandis* apply to the employees of the Council. Those employees who have joined service on or after 1.4.1983 and those who have opted for pension scheme shall be governed by G.P.F. Rules of the Government of India as amended from time to time. The G.P.F. (India) Rules 1962 as amended from time to time shall *mutatis* and *mutandis* apply to such employees of the Council.

PENSION

32. Consequent on the introduction of Pension Scheme in the Council with effect from 1st April 1983, the employees of the Central Council, except those who were in service on 1st April 1983, and who have opted to be governed by the Contributory Fund Scheme, shall be entitled to pension from the Funds of the Central Council as per the Rules made by the Central Government/Central Council from time to time.

GRATUITY

33. The employees of the Central Council both permanent and temporary shall be entitled to death-cum-retirement gratuity on the scales prescribed by the Central Government for similar categories of its employees. The relevant rules made by the Central Government in this regards for its employees shall *mutatis mutandis* apply to all employees of the Central Council.

SUPERANNUATION

34. (a) The rule governing the retirement of employees of the Government of India as amended from time to time shall *mutatis mutandis* apply to employees of the Central Council except in case of identified/technical/research staff (described in Annexure) to whom the retirement age shall be 60 years.
34. (b) Technical/research staff could be retained in services upto the age of 62 years in exceptional circumstances after obtaining the specific approval of the government in each case.

ANNEXURE
(Bye-LAWS-34A)*

Discipline	Name of the	Pay Band & Grade Pay
Unani	1. Director General	` 37400-67000+10000/-
	2. Director, CRIUM, Hyderabad	` 37400-67000+7600/-
	3. Deputy Director General, Headquarters	` 37400-67000+7600/-
	4. Dy. Director Central Research Institute of Unani Medicine/Regional Research Institute of Unani Medicine	` 37400-67000+6600/-
	5. Assistant Director	` 37400-67000+6600/-
	6. Research Officer	` 37400-67000+5400/-
Chemistry	1. Research Officer 2. Research Assistant	Rs. 15600-39100/- +Rs. 5400 for promotees ` 37400-67000+5400/- ` 9300-34800+4200/-
Bio-Chemistry	1. Research Officer	` 37400-67000+5400/-
Botany	1. Research Officer	` 37400-67000+5400/-
	2. Research Officer (Clinical Pharmacology) 3. Assistant Research Officer	` 37400-67000+5400/- ` 9300-34800+4600/-
Pathology	1. Sr. Research Officer/Asstt. Director 2. Research Officer 3. Assistant Research Officer (Path./ Bio-Chem.)	` 37400-67000+6600/- ` 37400-67000+5400/- ` 9300-34800+4600/-
Modern Medicine	1. Sr. Research Officer/Assistant Director	` 37400-67000+6600/-
Modern Medicine Physiology	1. Research Officer	` 37400-67000+5400/-

*Approved in the Governing Body Meeting held on 10.01.2012.

35. The Fundamental and Supplementary Rules and General Financial Rules of Government of India as amended from time to time shall apply mutatis and mutandis to employees of the Central Council.

PAY OF RE-EMPLOYED PERSONS

36. The pay of any person who may be re-employed in the Central Council after retirement from the service of the Central council or of a state or the central government or any statutory or local body administered by the government shall be fixed in the prescribed scale of pay at the minimum stage of the time scale of pay of the post in which an individual is re-employed. In case where the fixation of the initial pay of the re-employed officer at the minimum of the prescribed pay scale will cause undue hardship, the pay may be fixed at a higher stage by allowing one increment for each year of service rendered by the officer before retirement in a post not lower than that in which he is re-employed. In addition, he/she may be permitted to draw separately any pension sanctioned to him/her and to retain any other form of retirement benefit which he is eligible such as Government or Employees Contribution to C.P. Fund, Gratuity, Commuted value of pension etc. provided that the total amount of initial pay plus gross amount of pension and/or the pension equivalent of other forms of retirement benefits does not exceed.
- (a) The pay he drew before his retirement (pre-retirement pay) or
- (b) ` 300/- whichever is less

Explanations:

1. The pay last drawn before retirement shall be taken to be the substantive pay, plus special pay, if any. The pay drawn in an officiating appointment may be taken into account if it was drawn continuously for at least one year before retirement.
2. The restriction that pay on re-employment plus gross pension/pension equivalent to other retirement benefit should not exceed the last pay drawn may be relaxed with the prior approval of the Central Council in cases where such relaxation are permissible for re-employed pensioners under the employment of the Central Government.
3. In cases where the minimum pay of the post in which the officer is re-employed is more than the last pay drawn, the officer concerned may be allowed to draw the minimum of the prescribed scale of pay of the post less pension and pension equivalent of other retirement benefits.
4. Once the initial pay of re-employed pensioners has been fixed in the manner indicated above, he will be allowed to draw normal increments in the time-scale of the post to which he is appointed, provided that the pay and gross pension/pension equivalent of other retirement benefits taken together do not at any time exceed ` 3000/- per month.

PRIVATE PRACTICE

37. Service under the Central debars research workers from either private or consulting practice.

STATUS OF NON-OFFICIALS FOR REGULATION OF T.A.

38. Private persons who are not whole-time servants of the Council or who are remunerated wholly or partly by fees, rank for purposes of traveling allowance under Supplementary Rule 17 in such grade as the Central Council may with due regards to their status declare.

DE FACTO PERMANENT AND TEMPORARY STATUS OF CENTRAL COUNCIL'S EMPLOYEES

39. The employees of the Central Council with three year of continuous service or more will for the purposes of drawal of increments, fixation of pay, grant of personal advances etc. be treated in the same manner and shall be subject to the same rules as are applicable to permanent government servants and to the staff with less than three years service rules as for temporary government servants shall apply.

Note:

Bye-Laws (38 & 39) are not applicable to government servants employed under the Central Council on Foreign Service terms.

DEPUTATION IN INDIA AND ABROAD

40. Such employees of the Central Council as have completed five years of service and are awarded fellowships for higher studies or training in India or abroad may be granted deputation-cum-special leave terms. The grant of these terms shall be regulated *mutatis mutandis* by the order issued on the subject by the Government of India from time to time.

41. The grant of leave to employees of the Central Council under Bye-Laws shall not debar the employment of temporary substitutes provided the nature of duties performed requires that a substitute should be engaged.

LEAVE RULES

42. The Central Civil Service (Leave) Rules 1972 as amended from time to time shall apply *mutatis mutandis* to the employees of the Central Council appointed other than on contract basis. Employees appointed on a contract basis under the Central Council shall be granted leave under the same rules as are applicable to contract officers/officials of the Central Government.

MEDICAL FACILITIES FOR EMPLOYEES

43. The employees of the Central Council including deputationists and members of their families shall be entitled to medical aid as admissible under the prescribed Central Council's Health Scheme. They shall also pay such contribution as are required under that scheme.

SCALE OF PAY OF POSTS

44. The scales of pay and allowances applicable to the officers and establishments in the services of the Central Council shall be those prescribed by the Government of India for similar personnel under them.

ALLOTMENT OF CENTRAL COUNCIL RESIDENCE TO THE EMPLOYEES

45. The employees of the Central Council shall be entitled to the allotment of Central Council's residence if available as

per the rules laid down for the purpose.

CONDUCT, DISCIPLINE AND PENALTIES

46. The Central Civil Services (Conduct) Rules and also CCS (Classification, Control and Appeal) Rules of the Government of India will *mutatis mutandis* apply to the employees of the Central Council for Research in Unani Medicine except in matters of superannuation of technical officers for which the employees will be governed as per Rule 34 of the Bye-Laws to the Memorandum of Association Rules and Regulations of the Council.

Appeal from orders imposing any of the penalties specified in CCS (Conduct) Rules and CCS (CCA) Rules shall be made to the authority specified in Column 4 or 5 as the case may be of the Annexure whose decision shall be final.

OTHER CONDITIONS OF SERVICE

47. In respect of matter not provided for in these regulations, the rules as applicable to Central Government servants regarding the general conditions of service, pay, allowances, or T.A. and daily allowances, foreign service terms, deputation in India and abroad, etc. and orders and decisions issued in this regard by the Central Government from time to time shall apply *mutatis mutandis* to the employees of the Central Council.
48. Any alteration in the Bye-Laws shall require the prior approval of the Governing Body.

ANNEXURE
(BYE-LAW 46)

Particulars of the post	Authority empowered to impose penalties which may be imposed		Appellate authority	
	Minor penalties	Major penalties	Minor penalties	Major penalties
(1)	(2)	(3)	(4)	(5)
Group-A (I) in the Council	President, G.B.	President, G.B.	Governing Body	Governing Body
Group-A (II)	Director General	President, G.B.	Vice-President	Governing Body
Group-B, C & D in the Headquarters	Director General	Director General	Vice-President	Vice-President
Group-B in the Units/Institutes	Director General	Director General	Vice-President	Vice-President
Group-C & D in the Units/Instts.	Project/Institute Heads	Project/Institute Heads	Director General	Director General

- Group-A (I) includes posts carrying Grade Pay of Rs. 6600/- in the in PB-3 i.e. Rs. 15600-39100 and above.
- Group-A (II) includes posts carrying Grade Pay of Rs. 5400/- in PB-3 i.e. Rs. 15600-39100.
- Group-B includes posts carrying Grade Pay of Rs. 5400/-, Rs. 4800/-, Rs. 4600/- and Rs. 4,200/- in PB-2 i.e. Rs. 9300-34800.
- Group-C includes posts carrying Grade Pay of Rs. 2800/-, Rs. 2400/-, Rs. 2000/-, Rs. 1900/- and Rs. 1800/- in the Pay Scale of Rs. 5200-20200/- in PB-1.
- Group-D includes posts carrying Grade Pay of Rs. 1300/-, Rs. 1400/-, Rs. 1600/- and Rs. 1650/- in the scale of Pay of Rs. 4440-7440 in IS Scale (till the posts are upgraded).

SCHEDULE-I

SCHEDULE OF POWERS VESTED IN THE DIRECTOR GENERAL

(Rule 50)

Sl.No.	Power	Extent
1.	To declare a Central Council employee to be a ministerial servant	Full powers
2.	To dispense with a medical certificate of fitness before appointment (in individual cases)	Full powers
3.	To suspend a lien	Full powers provided he is authorised to make appointments to the post in question
4.	To transfer a lien	Full powers provided he is authorised to make appointments to both the posts concerned
5.	To transfer an employee from one post to another	Full powers
6.	To appoint an employee to hold a dual charge and to fix emoluments	Full powers provided he has power to make appointment in each post
7.	To sanction grant or acceptance of honorarium	Up to a maximum of ` 500/- in each case
8.	To retain technical staff of the Central Council in service after the age of 60 and not beyond the age of 62	Full powers provided that extensions are limited to a period of one year at a time in respect of posts to which he is the appointing authority (As per Bye-Laws 34(b)*)
9.	To permit undertaking of private work and acceptance of fee	Full power to Permit to undertaking of Private concerned acceptance of fee by CCRUM**
10.	To decide the shortest of two or more routes	Full powers for journeys within his jurisdiction

* Amendment approved in the Governing Body meeting held on 14.11.1986 & 17.11.1987

** Amendment approved in the Governing Body meeting held on 17.11.2004.

11.	To allow mileage allowance by a route other than the shortest	Full powers provided selection of the route is in the Central Council's interest
12.	To define the limits of an employee's sphere of duty	Full powers
13.	To decide whether a particular absence is absence of duty	Full powers
14.	To authorise an employee to proceed on duty to any part of India	Full powers
15.	To restrict the frequency and duration of journeys	Full powers
16.	To permit travel by air Officials (non-entitled officer) Non officials	Full powers in the case of Group-A officers only Full powers
17.	To reimburse cancellation charges on unused air/rail tickets	Full powers where the cancellation was done in the interest of the Council
18.	To allow actual expenses for carriage of personal effects by road between stations connected by rail	Full powers
19.	Power to declare a gazetted officer (Group-A or Group-B) to be Head of an office. (Powers of the Head of Office are mainly to sign bills and cheques, L.P.C, contingent registers etc. He can also delegate such powers in certain cases to any other gazetted officer subordinate to him)	Full powers
20.	Power to permit an officer to countersign T.A. advance bills where permanent T.A. advances have been sanctioned to that office	Full powers
21.	To declare who shall be the controlling officer and to make rules his guidance	Full powers provided no employee is declared his own controlling officer
22.	To purchase working store's tools and plants etc.	Upto the limits of budget provision for such purpose

23.	Powers to sanction non-recurring contingent charges within budget limits	-do-
24.	Powers to sanction permanent advances	Full powers
25.	Power to sanction Municipal or Cantonment taxes	Full powers
26.	Power to purchase within budget limits official and non-official publications required by him or by officers under his control	Full powers
27.	Power to sanction the renting of ordinary office accommodation	` 5000/- per month at Mumbai, Kolkata and Chennai and ` 4000/- p.m. at other places. When the accommodation is provided in a building partly used as office and partly as residence, ` 5000/- p.m. at Mumbai, Kolkata and Chennai & ` 4000/- p.m. at other places.*
28.	Maintenance of building and petty works, repairs and alterations to hired and requisitioned buildings Note: Such expenditure may be incurred only if the landlord has refused to meet the charges himself	Upto ` 5 lakhs subject to availability of fund for Council's buildings through CPWD/SPWD/Government Agencies.*
29.	Power to sanction fixed recurring charges of a contingent character	Full powers
30.	Power to sanction telephone Rents	Full powers
31.	Power to sanction advances of pay to an officer under transfer	Full powers
32.	Power to grant advance of T.A. to himself and to other employee	Full powers
33.	Power to sanction advances and final withdrawal from C.P./G.P. Fund in accordance with the Government rules as amended from time to time	Full Powers

* Amendment approved in the Governing Body meeting held on 23.3.2004.

34.	Powers to sanction festival advance in accordance with the Government rules as amended from time to time	Full powers
35.	Power to sanction advance for the purchase of conveyance in accordance with the Government rules as amended from time to time	Full powers
36.	Power to incur expenditure and sanction advances for law suits to which the Council is party in accordance with the Government rules as amended from time to time	Full powers
37.	Power to vary the terms of re-payment of advances	Full powers
38.	Power to order retention of undischursed pay and allowances	Upto three month
39.	Power to sanction children education allowances and reimbursement of tuition fees in accordance with the Central Government rules as amended from time to time	Full powers
40	Power to sanction reimbursement of medical expenses incurred by an employee for himself or in respect of a member of his family in accordance with the Central Government rules as amended from time to time	Full powers
41.	Power to sanction the purchase of type-writer	Full powers
42.	Power in regard to writing off the irrecoverable value of stores, money, advances etc. provided that (i) the loss is not due to theft (ii) it does not disclose a defect of system or serious negligence on the part of some individual servant or servants of the Central Council which might possibly call for disciplinary action requiring the orders of a higher authority	~ 10,000/- for losses of stores not due to theft, fraud or negligence and ~ 2,500 in other cases
43.	Power to order destruction of records	Full powers

44.	To order sale by auction or otherwise in the interest of the Central Council of un-serviceable stores or perishable articles	Full powers
45.	Power to give gifts to visiting dignitaries or public bodies at his discretion*	Upto ` 2000/- and upto a maximum of 12 times in a year
46.	Power to Counter sign his own travelling allowance bills	Full powers
47.	Power to grant all kind of leave including Study Leave, Special Disability Leave to staff of the Central Council as per CCS (Leave) Rules	Full powers
48.	Power to make appointment substantively or temporarily and to grant up to five advance increments in respect of posts carrying PB-3 Rs. 15600-39100 with Grade Pay of Rs. 5400 /- and below on the basis of the recommendations of the Selection Committee	Full powers
49.	Power to appoint part- time workers and fix their remuneration on consolidated basis	Full powers with in respect of part-time workers whose remuneration does not exceed Rs. 3000/- p.m. provided it should not lead to increase in sanctioned staff strength in the form of part-time or casual daily wages workers.**
50.	Power to employee outsiders in an officiating capacity in vacancies caused by the grant of leave to or officiating promotion to Group A and B posts of incumbents of Group C and D posts for which there is no leave reserve	Full power in respect of posts to which he is the appointing authority
51.	Printing and binding	Full powers subject to codal formalities
52.	Power to incur expenditure on miscellaneous items	Full powers

* & ** Amendment approved in the Governing Body meeting held on 23.3.2004.

53.	To execute contracts agreements etc., ` 50,000/-	Full Powers to Director General to execute contracts, agreements etc. up ` 5,00,000/-
54.	Power to sanction purchase of Typewriter	Full powers. This will henceforth include purchase of computers, printers, fax machines, photocopiers, etc. subject to observance of laid down procedure
55.	Repair of motor vehicles	Full powers to the Director General
56.	Power to make contractual appointment against approved posts	Director General may appoint contractual staff for one year or till such a time as regular appoints are made, whichever is earlier, against approved posts, subject to proper selection procedure. This also applies to selection on part-time basis
57.	Provision of medical facilities to the staff	Director General are empowered to make suitable arrangements for providing medical facilities to the staff in areas which are not covered under CGHS provided that such agreements if they are more liberal than the Central Civil Service (Medical Attendance) Rules, 1944 will require prior approval of the Department.

- Power under S. No. 53 to 57 delegated vide; O.M. No. R. 14011/7/2008-NI dated 28.01.2010 of Deptt. of AYUSH, Ministry of Health & Family Welfare, Govt. of India and the amendment ratified by the Governing Body in its XXIst Meeting held on 13.01.2014.

SCHEDULE-II

Delegation of powers made under the Rules and Regulations to the Drawing and Disbursing Officer

[Rule 50 (i)]

Sl. No.	Power	Extent
1.	Power to make small monthly payments to inferior servants for supplying drinking water and for dusting offices in addition to their own duties	Full powers
2.	To make purchases of stationery, rubber stamps and other petty articles of miscellaneous nature	Full powers, provided the budget provision is not exceeded
3.	Power to sanction expenditure of miscellaneous or contingent character	Upto an amount not exceeding Rs. 500/- in each case.*
4.	Sanction advances for authorized contingent expenditure	Upto Rs. 1,000/-**
5.	Sanctioning traveling allowances/ advance on approved transfer	Full as per entitlement
6.	Sanctioning pay and transfer advance on approved transfers	T.A. Upto the limits admissible under the rules

* \$ ** Amendment approved in the Governing Body meeting held on 1.3.1996

SCHEDULE-III

Power of Accounts Officer

[Rule 50 (i)]

Sl. No.	Power	Extent
1.	Passing pay, T.A. and other allowances, bills of the Headquarters and unit staff	Full powers
2.	Passing and countersigning bills for contingent expenditure	Full power
3.	Countersigning T.A. bills for approved tours of officers	Full Power
4.	Countersigning T.A. bills for approved tours of staff	Full power
5.	Attesting entries in cash-book	Full power
6.	Checking monthly cash balance	Full power
7.	Countersigning T.A. bills of non-officials and officials (where T.A. is payable by the Central Council) invited to attend meetings convened by the Central Council	Full power